

## **City of New Meadows Animal Control Position**

Up to 20 hours per month @17 per hour

6-8 hours per month patrolling

### **RESPONSIBILITIES**

Review City's animal control ordinance. Use ordinance for direction on what constitutes a violation, issuing warnings and citations.

Track animal control violations, warnings and citations issued and provide copy to City Hall monthly.

Respond to calls regarding dogs at large Monday through Friday from 8 am until 8 pm. After 8 pm and on weekends, calls should be directed to sheriff's department.

Patrol neighborhoods in New Meadows for 6-8 hours a month to see if there are any dogs at large.

Track time spent on Animal Control duties in T-sheets app provided by the City.

Direct citizens with complaints regarding animal control issues to fill out a complaint form at city hall.

Prepare a monthly report to the City Council regarding animal control activities.