



## Town of Branford Job Description: Animal Control Officer

Location / Department	Dan Cosgrove Animal Shelter / 747 East Main Street
Reports To:	Director of Animal Control
Position Status:	Part Time, Hourly, Non-Exempt
Weekly Hours:	Less than 19 hours a week
Salary Classification:	N/A

### **Position Summary/Purpose:**

The purposes of this position are to provide for the protection of people, animals and property from disturbances or physical harm resulting from animal or owner neglect, their failure to adhere to the requirements of the animal control ordinance and State laws governing domestic animals, other causes, inadvertent actions of wildlife animals. This is accomplished through the enforcement of laws, including investigations, legal actions, impoundments and animal disposal. Provide the management and maintenance of the animal shelter and provides twenty-four hour coverage. The Animal Control Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Respond to complaints. Investigate and enforce all animal control provisions and State and Town laws for Branford and North Branford. Issue summons, apply for warrants and make arrests, as needed. Testify in court, as required.
- Impound and care for roaming, injured, or mistreated dogs, cats and other domestic animals. If known, notify owners and arrange for pickup of animal and payment of fees. If animal is not picked up by owner, dispose of in a proper manner.
- Manage the care of animals in shelter including the administration of medicine prescribed by Veterinarian and work with public on adoptions
- Maintain kennel by performing simple repairs and cleaning on a daily basis, trains volunteers on maintenance of animals and cleaning of kennel, and reporting need for major work, such as wall repairs or mechanical systems, etc.
- Promote adoption of animals; enter adoption notices into computer for advertisement.
- Capture unattended and dangerous animals with specific tools; investigate animal bites. Investigate all wildlife complaints, including rabies, deer, coyotes, raccoons, etc. Pick up and dispose of dead domestic and wild animals on town roads and properties. In the case of rabid animals, exercise appropriate precautions and take corrective actions, in concert with the contracted veterinarian and the central State facility.
- Rescue or aid in the rescue, of trapped, sick or injured animals including those animals neglected in an unhealthy home or cruelty cases. Work with police on these issues.
- Develops department policies and procedures under direction of Director of Animal Control, supervises, trains, assigns work, counsels and evaluates employee; personnel functions are conducted with the approval and direction of the Human Resource Director

- and Director of Animal Control : Assures safe working conditions for employees
- Prepare and administer operating budget for division under direction of Director of Animal Control; present budget to appropriate Boards, First Selectman and RTM. . Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
  - Attend monthly Shelter Commission Meetings
  - Comply with OSHA regulations.
  - Maintain all necessary records and information regarding complaints, incidents, occurrence dates and times, names and contact information regarding the involved parties, the disposition, resolution and the reporting of matters handled by the animal control officers; prepare statistical reports about division work and animal shelter use; present reports to Shelter Commission and Animal Control Director.
  - Educate the public about the care of animals and habits/risks of wildlife. Provide coverage for 24 hour emergency services.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists others as needed to promote a team effort to serve the public

**Supervision:**

*Supervision Scope:* Performs technical, administrative and varied and responsible duties requiring a strong knowledge of department standard operating procedures, the habits and diseases of domestic and wildlife animals and State laws. Exercises substantial judgment and initiative to accomplish competent service delivery; works independently and in combination with Shelter Commission, Town representatives and contracted veterinarian services.

*Supervision Received:* Works under the general direction of the Director of Animal Control following professional standards, procedures and policies.

*Supervision Given:* Supervises the Assistant Animal Control Officers, Kennel Assistant and Volunteers developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a High School Diploma or GED with National Animal Control Association Level 1 & 2 Certification and experience with domestic and wildlife animals, animal shelter and animal owners; or any equivalent combination of education, work experience and training

**Special Requirements:** National Animal Control Association Level 1 & 2 Certification or able to achieve it within the first year of employment.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the safe practices for care and capture of animals; knowledge of animal first aid; knowledge of wildlife; knowledge of animal diseases and related public health risks and quarantine procedures; working knowledge of laws, ordinances and regulations related to

animal control; basic knowledge of court procedures; good knowledge of the use of office automation applications and equipment for animal control.

*Ability:* Ability to manage animal control kennel and clean kennel safely; ability to deal with dangerous animals and lift and care for animals; ability to follow written and oral instructions; ability to work as a team with others to keep them informed of actions taken; ability to acquire and maintain knowledge of regulations, state statues and legal requirements, of assigned department activities; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to deal effectively with the public, animals, state agencies, persons needing assistance and staff.; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to assign, train and supervise staff; ability to manage budget; ability to acquire knowledge of towns geography.

*Skill:* Good verbal and written communication skills; aptitude for working with people and animals and maintaining effective working relationships with various groups and resolving issues; aptitude for working with paperwork and details; skill in using the mentioned office equipment; skills in with dealing with public and providing customer service; skill in utilizing personal computers, word processing, database, and spreadsheet applications; sensitivity to public communications.

**Job Environment:**

Animal control work is performed at the animal kennel, with the animal van, at citizen’s homes, outdoors and in traffic; usually noise levels are loud. Administrative work is performed in a moderately noisy animal kennel. Position entails driving and may be subject to exposure to hazardous substances or materials; working near traffic and with vicious animals. Work is performed inside and out-of-doors in developed and wooded areas, in all weather conditions and poses health risks.

Requires the operation of vehicle and office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment, cleaning equipment for animal shelter and use of washer/dryer; animal traps, snare pole, bite stick and muzzles.

Makes frequent a contact with the general public to handle resident’s questions and problems and with those who visit the shelter. Makes frequent or periodic contact with state agencies, animal protection/rescue groups, other animal shelters, veterinarians, vendors, and municipal departments. Communication is frequently in person, by telephone, mail, and in writing and e-mail or via radio or dispatch.

Errors could result in injury to self, other people or animals; liability, delay in services; monetary loss and/or damages to equipment.

**Physical and Mental Requirements:**

<b>Work Environment</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			

Risk of electrical shock		X		
Vibration	X			
Other-Working with aggressive animals			X	
Other-Kennel noise – barking dogs				X
Other-Describe _____				

<b>Physical Activity</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms		X		
smelling				X
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Describe _____				

<b>Lifting Requirements</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

<b>Noise Levels</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)				
Quiet (library, private office)				
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)			X	

**Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*