Animal Control Officer, Town of Pownal, VT

Department: Animal Control

FLSA Status Per diem, as needed, hourly paid position

OBJECTIVE/PURPOSE:

The Animal Control Officer is appointed by the Selectboard to administer and enforce the Town of Pownal Animal Control Ordinance. The Animal Control Officer responds to citizen complaints; handles animals in a humane and responsible manner; and deals tactfully but firmly with animal owners. Independent judgment is expected, guided by the Selectboard's instructions and applicable state statutes.

Applicants must maintain a valid drivers’ license and reliable transportation.

DUTIES AND RESPONSBILITIES:

* Respond to complaints about dogs in violation of the ordinance within the Town of Pownal.
* Apprehend and transport domestic animals in violation of the ordinance in a safe and humane manner to the humane society.
* Care for animals in Town kennel.
* Work with local human societies and rescues to place unclaimed animals.
* Work with Executive Assistant on ordering supplies etc to address the needs of the Animal Control Officer, the kennel or any animals in the Town’s custody.
* Work with health officer, and Town Clerk to investigate dog bites and report them to the proper authority.
* Work with Executive Assistant and investigating authorities on neglect and abuse cases at the direction of the Selectboard and provide testimony when necessary.
* Maintain records and prepare reports of reported incidences.
* Educating the public about animal safety through Internet and on-line communications
* Assist Town Clerk with rabies clinic

SKILLS AND COMPETENCY:

* Emotional stability: Animal control officers often come across difficult situations involving animals in neglected, abused, or injured states. They must know how to work with any emotions that arise in order to be able to effectively assist these animals.
* Interpersonal skills: This job requires interaction with the public and requires the ability to skillfully navigate difficult situations. Most of the work is written and verbal communication between residents and the Animal Control Officer and negotiating best resolution for issues and concerns.
* Physical agility and stamina: Animal control officers may work on their feet for long periods of time, and need to be able to bend, stretch, and climb under or over obstacles to get to animal.