

# TOWN OF SOMERS

## Position Description

**Title: Animal Control Officer**  
**Department: Public Safety**  
**Reports To: Resident**  
**Trooper/Selectmen's Office**

**Supervises: None**  
**FLSA Status: Part-time, non-exempt**  
**Bargaining Unit: N/A**

**Position Summary:** Plans, organizes, and implements an animal control program; enforces Connecticut state Animal control statutes, related laws, and Town regulations, and coordinates placement of abandoned animals, including, but not limited to, dogs and cats. Provides accurate, timely and high-quality service to all internal and external customers.

### Major Job Duties:

**Public Safety/Service:** Receives oral or written direction from the Selectmen's Office and/or assigned Police Supervisor. Plans and organizes work according to authorized procedures. Receives complaints of violations of animal control laws or regulations by telephone, voice mail, e-mail and internet. Responds to animal complaint calls. Investigates vicious, diseased or stray animal complaints. Patrols town for stray or unlicensed animals; captures and removes stray or vicious animals to impound facility. Issues summons to violators. Arranges for return, adoption, or disposal of impounded cats and dogs. Oversees care and treatment of impounded cats and dogs in animal control facility. Works closely with local veterinarians in care and/or disposal of dogs in animal control facility. Prepares public relations information to assist in location of animal owners or to arrange safe placement of abandoned animals. Maintains animal control facility, i.e., dog pound. Regularly feeds impounded animals. Purchases pound supplies as needed. Reports work accomplished to the Police Supervisor. Maintains records of complaints and related files. Assists police or public in responding to animal emergencies.

**Technical:** Serves as technical/advisory expert on state and local animal control statutes and ordinances, related information and issues, for all Town agencies including oral and written reports. Develops written and statistical reports as required. Prepares narrative and statistical reports for the Police Supervisor and state canine control officials. Coordinates the survey of Town residents annually to assure registration of all dogs. Oversees files of licensed dogs.

**Teamwork:** Works collaboratively with

- Police officers/constables on safety issues related to vicious/violent animals.
- Town Public Works Department in removing injured or dead animals from Town streets.
- Health officials concerning quarantine of biting cats or dogs.

**Financial:** Prepares and administers department budget within prescribed authority levels and Town financial policies and procedures. Collects fees as required and transfers to appropriate Town account.

### Qualifications:

- High school diploma and two years of experience in canine handling, care or control.
- Knowledge of cats and dogs, including experience handling, transport, sheltering, care and feeding.

Approved by:

Approved by:

Last Revision Date: 3/2020

1<sup>st</sup> Selectman/on file

HR/on file

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Date:

Date:

# **TOWN OF SOMERS**

## **Position Description**

- Knowledge of, or ability to learn laws, regulations and ordinances related to canine control.
- Organization skills to compile and maintain records.
- Ability to prepare periodic statutory reports, narrative and statistical reports.
- Basic mathematic skills to add, subtract, multiply and divide all units of measure.
- Computer literacy including working knowledge of Microsoft Office applications.
- Ability to deal effectively with the public and to gain their cooperation.
- Interest in/affinity with dogs, cats and other animals.
- Valid driver's license.

### **Physical Requirements:**

This position combines field and office activities, with more than 50% of the job performed in the form of responding to animal complaint calls. The incumbent must be able to:

- Regularly walking over various terrains for distances up to a mile.
- Walk and crawl through brush covered/wooded sites to retrieve animals.
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour.
- Intermittently sit and work using a computer and telephone, or listen to information for periods in excess of one hour
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

**1<sup>st</sup> Selectman/on file**

**Date:**

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