

ANIMAL CONTROL OFFICER

Ends: Open Until Filled

Pay: Depending on Qualifications

Type: Part-Time

The primary purpose of this role is to perform specialized and general duties related to animal control, including responding to animal-related complaints, managing the animal shelter, and enforcing applicable animal control ordinances. This position reports to the Superintendent, Director, and Mayor.

Job Duties:

- **Assists in operating the animal shelter, processing impounded animals, counseling prospective pet owners, and maintaining records.**
- **Responds to citizen calls regarding animal control matters, such as animal bites, potential abuse cases, stray animals, and more, providing assistance, conducting investigations, and performing follow-ups.**
- **Investigates animal cruelty complaints, serves writs/citations, and participates in court activities as required.**
- **Handles animals appropriately, checking for signs of illness and quarantining exposed animals.**
- **Sets animal traps, captures animals, and administers care, including euthanasia decisions when necessary.**
- **Maintains kennel facilities, performs cleaning and maintenance tasks, and ensures proper sanitation procedures are followed.**
- **Adheres to safety policies and procedures, using precautionary safety equipment, and monitors the work environment for safety.**
- **Performs general maintenance tasks on buildings, machinery, equipment, and tools.**
- **Maintains inventory of departmental supplies and equipment and initiates orders for new materials.**
- **Prepares and completes various forms, reports, and documents for state reporting.**
- **Utilizes computer systems for data entry and communication.**
- **Communicates with various individuals and agencies, including the general public, to coordinate work activities and resolve issues.**
- **Stays informed about applicable laws, regulations, and new trends in the field.**

- Assists with public awareness and education events related to local animal control ordinances.
- Crosschecks databases and other sources to identify lost and found animals in the shelter.

Additional Functions:

- Provides assistance or backup coverage to other employees or departments as needed.
- Performs other related duties as required.
- Additional duties may be required and assigned.

Knowledge Required for Position:

- Animal Control Certification through the National Animal Control Association Training Academy encouraged but not required to apply.
- Extensive knowledge of City and state codes, ordinances, and policies related to animal control.
- Familiarity with terminology, principles, and methods used in animal control and shelter operations.
- Ability to exercise independent judgment and make quick decisions in routine and emergency situations.
- Strong communication skills and the ability to provide courteous assistance to the public.
- Ability to compile and prepare reports and documents.
- Knowledge of chemicals and drugs used in animal control.
- Ability to prioritize work assignments and meet deadlines.
- Proficiency in Microsoft Office and word processing.
- Ability to learn and adapt to new information and skills.
- Ability to operate and maintain vehicles, tools, and equipment.

Minimum Qualifications:

- High school diploma or GED required.
- Vocational/technical training in animal behavior, animal handling, and euthanasia preferred.
- 6 months of previous experience and/or training involving animal control or animal handling is desirable.
- Valid Georgia driver's license.
- Availability for on-call duty as assigned, including evenings, weekends, and holidays.