**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Operations Department*

*ANIMAL CONTROL OFFICER*

**GENERAL STATEMENT OF DUTIES:**

Works under general supervision of the Seymour First Selectman. Responsible for the enforcement of State and local laws regarding animal control.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Makes prompt and accurate reports as required, and maintains all records associated with the animal shelter.
* Cleans and disinfects shelter; cares for and feeds animals in shelter.
* Maintains an active adoption program for impounded and unclaimed animals.
* Has authority/discretion to seek medical attention and assist injured animals including transporting them for veterinarian care services as needed.
* Sets up appointments for owners to pick up animals or adoptions.
* Answers telephone provided by the Town and investigates complaints concerning roaming and barking dogs, dog and cat bite incidents, neglected, injured, abused and vicious dogs and other animals, and nuisances involving animals.
* Transports and impounds stray and unlicensed dogs and quarantines animals as necessary.
* Makes discretionary judgments and issues restraining orders and disposal orders in appropriate circumstances.
* Testifies at administrative appeal hearings before the Department of Agriculture and at court hearings as required.
* Collects and receives monies for redemption from owners and donations and submits to the Finance Office.
* Must be able to lift animals and cages and pursue and trap animals as needed.
* Report any and all building maintenance issues to the Operations Department.
* Performs related work as required.

**SUPERVISION RECEIVED:**

* Works under the direct supervision of the Director of Operations and the First Selectman

**SUPERVISION EXERCISED:**

* Supervises or aids in overseeing Assistant ACO and Volunteers.

**QUALIFICATIONS:**

**KNOWLEDGE, SKILL, AND ABILITIES:**

* Knows the State and local animal control laws thoroughly.
* Enforces the Connecticut General Statutes relating to Animal Control.
* Ability to handle animals safely and effectively and to perform animal control duties efficiently.
* Ability to interact effectively and appropriately with the public and town personnel.
* Ability to create accurate, detailed reports of findings and to fulfill all reporting and documentation requirements promptly and accurately.

**EXPERIENCE AND TRAINING:**

* High school diploma or GED equivalent required.
* Valid Connecticut Driver’s License required.
* Must obtain a State of Connecticut Animal Control Training Certification within 12 months of appointment as required by General Statute Section 22-238 and maintain it throughout employment.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s supervisors in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head, will conduct an annual employee performance review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.

**PHYSICAL REQUIREMENTS**

* Requires some agility, considerable physical dexterity, and moderate physical strength. Ability to lift, push, pull and carry equipment and animals and to capture and restrain large and vicious dogs.
* Requires ability to read, understand and prepare documents and reports, including statutes and regulations.