



Town of Branford Job Announcement

Part-Time Animal Control Officer

Posted: September 3, 2024

Position Details:

Department: Animal Control

Employment Type: Part-Time, Non-Exempt

Locations: Dan Cosgrove Animal Shelter

Hours: Maximum of 19 hours week

749 East Main Street

Friday thru Monday

Pay Rate: \$17.60/hour

The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates must successfully pass a substance abuse test, and background screening given at the Town's expense.

Position Overview:

Job Summary:

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 maintenance of the animal shelter and provides twenty-four-hour coverage.

Essential Functions and Responsibilities

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 the shelter
- Promote adoption of animals; enter adoption notices into computer for advertisement.

- 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.
- 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.
- Maintain clean kennels and assist in daily cleaning
- Other tasks as assigned
- Must have a valid drivers license, reliable transportation, and a clean driving record.

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.

(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.)