

EMPLOYMENT OPPORTUNITY
ANIMAL CONTROL OFFICER

City of Vidalia is accepting applications for Animal Control Officer.

Purpose: Responsible for ensuring compliance with the City's animal control ordinances and laws to include responding to complaints pertaining to animals, transporting/handling animals, and ensure the safety and welfare of the general public.

Desired Minimum Qualifications:

- A. High school diploma or equivalent required
- B. Previous experience and/or training involving animal control, animal care/handling, or kennel work is preferred
- C. Must have the ability to lift a struggling 70 pound dog onto the back of a truck using a catch pole
- D. Any equivalent combination of education and experience
- E. Must possess a valid State driver's license or have ability to obtain one prior to employment
- F. Be able to pass city requirements for background check

Position shall be full-time and has excellent benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at www.vidaliaga.gov. Applications will be accepted through **September 23, 2022 until 5:00 p.m.** or until filled.

The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



Animal Control Officer Police

PD/14

JOB SUMMARY

This position is responsible for ensuring compliance with the city's animal control ordinances and laws to include responding to complaints pertaining to animals, transporting/handling animals, and ensure the safety and welfare of the general public.

MAJOR DUTIES

1. Patrols the city to identify animal control ordinance violations.
2. Responds to and investigates citizen complaints.
3. Issues warning notices and citations for violations.
4. Traps and transports stray and nuisance animals.
5. Maintains animal control truck and equipment.
6. Investigates and responds to dog bites.
7. Completes incident reports.
8. Cleans and maintains the animal shelter.
9. Feeds and waters shelter animals.
10. Completes animal intake and exit forms; vaccinate animals.
11. Coordinates with rescue groups.
12. Posts animal photographs to social media.
13. Processes pet adoptions.
14. Performs other assigned duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the city animal control ordinance.
2. Knowledge of the tools and techniques used in the capture and release of domestic and wild animals.
3. Knowledge of animal behavior.
4. Knowledge of computers and job-related software programs.
5. Knowledge of animal shelter operations principles.
6. Skill in the handling and care of animals.
7. Skill in the operation of assigned vehicle and equipment.
8. Skill in the analysis of problems and the development and implementation of solutions.
9. Skill in the preparation of clear and precise reports.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Division Commander assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the city animal control ordinance and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related animal control duties. The necessity of working with dangerous animals contributes to the complexity of the position.
- The purpose of this position is to enforce the city's animal control ordinance and to maintain the animal shelter. Success in this position contributes to the enforcement of local, state, and federal laws related to animal control and to the care and adoption of animals.

CONTACTS

- Contacts are typically with pet owners, veterinarians, law enforcement personnel, community organizations, volunteers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects and utilizes the sense of smell.
- The work is typically performed in an office, in an animal shelter, and outdoors, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts, contagious diseases, and potentially dangerous animals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Previous experience and/or training involving animal control, animal care/handling, or kennel work is preferred.
- Training certificates from the National Animal Control Association or Georgia Animal Control Association is desirable.
- Must have the ability to lift a struggling 70 pound dog onto the back of a truck using a catch pole.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.