

ANIMAL CONTROL OFFICER/ADOPTION COORDINATOR ANIMAL CONTROL

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work for the county in the enforcement of ordinances and statutes related to the control of animals and the operation of an animal shelter. Work involves capturing, confining, and euthanization of stray, diseased, and dangerous animals. Employee is also responsible for maintaining the animal shelter in a clean and safe condition, and feeding, handling, and providing custodial care to animals in the shelter. Employee must exercise independent judgment and initiative in ensuring proper care for animals. Employee must also exercise tact, courtesy and firmness in frequent contact with animal owners and the general public. Employee is subject to the usual hazards and conditions of animal control work. Reports to the Animal Control Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Enforces State Statutes and local animal control laws, explaining ordinance relating to keeping and caring for animals to the public; issue warning notices and citations for violations of the animal control ordinance.

Oversees the care of animals and ensures optimal animal treatment and flow in the Shelter by ensuring an optimal standard of care (ie cage cleanliness, food, water, enrichment, sanitation and safety) is provided to all animals sheltered at the Caldwell County Animal Shelter, evaluating animals on a daily basis and making recommendations for final disposition (adoption, foster care, medical care, transfer and euthanasia) and performing euthanasia.

Coordinates adoption, lost & found, and media activities.

Performs rabies control activities, and impounds stray animals in accordance with State Statutes and the Caldwell County Animal Control Ordinance.

Destroys vicious, diseased and unclaimed animals utilizing humane methods; and transports animals for disposal. Surgically remove and package animal heads, complete processing for shipment to State Lab for rabies testing.

Answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel. Treats animals and people with respect, empathy and kindness. Promotes communication and cooperation.

Promotes integration and utilization of volunteers; recruits and trains volunteers to assist department.

Maintains applicable records concerning work activities; prepares routine reports for the County Commissioners.

ADDITIONAL JOB FUNCTIONS

Plans/organizes semi-annual Rabies Vaccination Clinics. Assist with vaccinators and traffic control. Also, assists with policing of clinic area and distribution of literature.

Organizes and presents educational awareness programs to public and private schools.

Performs other related work as required.

MINIMUM TRAINING, EXPERIENCE AND KNOWLEDGE OF JOB

Graduation from high school supplemented by additional technical training in animal control methods and procedures, and 1 to 2 years experience in animal control; or any equivalent combination or training and experience which provides the required knowledge, skills and abilities.

Has general knowledge of laws and ordinances related to humane animal collection, care and disposal methods. Has general knowledge of the geography of the County. Has general knowledge of safety practices concerning the handling of animals. Is able to use equipment for capturing and destroying animals. Is able to prepare and maintain records concerning daily activities. Is able to exercise tact and courtesy in explaining and enforcing state laws and local ordinances pertaining to animal control. Is able to exercise initiative and independent judgment in applying laws and ordinances to work situations. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Has sufficient physical strength and agility to perform assigned tasks. Is able to maintain readiness to work on a 24-hour, on-call basis. Is able to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

SPECIAL REQUIREMENT

Must possess a valid driver's license issued by the State of North Carolina.