

## Town of Marlborough

### **Job Description: Municipal Animal Control Officer**

**Department:** Police Department

**Reports to:** Marlborough First Selectman, Constable/Director of Public Safety Services

**Work Hours:** On Call – Night and weekend calls are likely

### **Summary:**

The Animal Control Officer is a sworn position, which will:

Conduct investigations and enforce State and local regulations related to domestic, companion and exotic animals including the preparation and issuance of warnings, infractions, misdemeanor summons, search and seizure warrants, and arrest warrants with reference to rabies exposure incidents; cruelty to domestic and companion animals; rabies vaccination violations, control of dangerous, nuisance and roaming animals, and unlicensed dogs.

Handle suspected rabid animals and transport to state health department for rabies testing as required; conduct follow-up investigations to ensure other exposed animals are quarantined and notifies state and/or local health department of possible human contact, may carry defense weapons for self-protection.

Prepare detailed reports of all incidents, complaints and damages; assist town in organizing low-cost rabies vaccination clinics; investigate reimbursement claims upon the state for damage to livestock by dogs and negotiate fair market value of injured or killed animals.

Respond to questions from the public, town officials; provide education at schools, fairs and other public forums about humane treatment of animals and safety issues; performs related duties as required.

### **Supervision Received:**

The Animal Control Officer shall work under the direction of Marlborough's Constable/Director of Public Safety Services in consultation with Marlborough First Selectman. They will also receive statutory oversight from the Connecticut Department of Agriculture.

### **Essential Job Duties and Responsibilities:**

Demonstrates a genuine affection and respect for animals.

Cares for impounded animals, including, but not limited to the care and feeding of animals and cleaning and disinfecting the kennel areas.

Maintains an active and successful adoption program for impounded and unclaimed animals and conducts public awareness programs to students, civic, and animal advocacy groups.

Assists in preparing a budget and manages approved budget.

Considerable knowledge of animal care and handling, especially dogs.

Considerable knowledge of safety practices handling domestic animals and wild animals.

Good working knowledge of State and local animal control laws.

Strong report writing and record keeping skills; ability to use of computers; ability to communicate effectively, orally and in writing.

Must be able to work independently and have demonstrated consistent good judgement.

Considerable ability to establish and maintain effective working relationships with superiors, co-workers, veterinarians, and the public.

Must have suitable and reliable transportation, and a valid CT Driver's License.

**Physical Requirements:**

Requires restraining, lifting, carrying and controlling potentially dangerous / rabid animals.

May be exposed to varying temperatures, weather conditions, and terrain.

Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate with speech in using a telephone, radio or talking with citizens.

**Training / Experience Required:**

High School Diploma (or equivalent) and minimum of one year of experience working with animals.

**Required License or Certification:**

Must be State Certified Animal Control Officer, or attain certification within the first year of employment.

Must have valid Connecticut driver's license.