

ANIMAL CONTROL OFFICER

SUMMARY OF POSITION

The Animal Control Officer (ACO) is appointed by the Selectboard to administer and enforce Alburgh's Dog Ordinance (Ordinance). The ACO responds to citizens complaints; handles animals in a humane and responsible manner, and deals tactfully but firmly with animal owners. Independent judgement is expected, guided by the Selectboard's instructions, and applicable State statutes.

SPECIFIC DUTIES AND RESPONSIBILITIES

The ACO shall have the following specific duties:

- Respond to complaints about any animal in violation of the Ordinance within the Town of Alburgh
- When possible and appropriate, apprehend and transport animals in a safe and humane manner to the designated pound
- Issues warnings and citations for violations of the Ordinance, and conducts follow up visits as necessary
- Seeks opportunities to educate animal owners about the Ordinance, and its impact on both animal and owner
- Coordinates with Town Clerk's office the verification of vaccinations, licenses, etc.
- Develop, update and implement procedures, including the ordinance, with Selectboard oversight
- Works independently, receiving general supervision from the Selectboard
- Create and maintain records of each individual incident. Records must be complete and submitted to the Town Clerk within 7 calendar days of incident

DESIRED QUALIFICATIONS, ABILITIES AND SKILLS

- No minimum level of education is required, however, a thorough knowledge of the Ordinance, as well as applicable State statutes, will be necessary.
- Knowledge of animal behavior, animal control laws, and skill in safely handling animals
- Valid drivers license
- Reliable vehicle in which to respond to complaints, and, when possible and appropriate, to transport animals
- Good interpersonal skills