



Scituate Police Department

JOB DESCRIPTION

Animal Control Director

GENERAL SUMMARY:

Under the general supervision of the Chief of Police, this position is responsible for enforcing state laws and town ordinances relating to animal control, oversees the operation and maintenance of the municipal animal shelter, and supervises the work of the Animal Control Officer and Volunteers. This position is appointed by Town Council.

ESSENTIAL FUNCTIONS:

1. Capture and impound stray dogs and other domestic animals; catch target wild animals, such as: skunks, woodchucks, raccoons, fox opossum, or feral cats if such animals are, or appear to be, sick, injured, or have bitten or exposed humans or domestic animals to saliva;
2. Investigate complaints of roaming animals, animal bites, property damage and other animal nuisances;
3. Remove dead or injured animals found in the town and transport animals to veterinary clinics, when necessary;
4. Correspond by telephone and letter with residents regarding animal control issues and complaints;
5. Issue summonses and violation notices, and testify in court, when necessary;
6. Release dogs to owners after payment of fines;
7. Conduct annual rabies and license clinics;
8. Maintain daily log of activities, document the number of animals cared for during impoundment, and keep related records and reports including, but not limited to, the RI State D.E.M. monthly report;
9. Develop public relations programs with various media to place unclaimed dogs and cats in appropriate homes;
10. Maintain the municipal animal shelter. Clean and disinfect the pound. Feed animals. Administer medications as needed.

11. Prepare and administer/monitor an annual budget, purchase materials and supplies, as required. Ensure that the expenditures do not exceed budget limits.

OTHER FUNCTIONS:

1. Maintain a town vehicle for animal control purposes;
2. Operate a SUV or small truck;
3. Set and retrieve animal traps;
4. Catch stray animals, including those of a vicious or unruly nature;
5. Handle animals in a firm, but humane manner;
6. Deal effectively, tactfully and sensitively with public enforcement of animal control laws, and regulations;
7. Prepare written reports and maintain routine financial records;
8. Operate computers to prepare correspondence and maintain office records;
9. Perform other duties, as assigned by the Chief of Police or designee.

JOB REQUIREMENTS:

1. Must possess a high school or general equivalency diploma (GED);
2. Must possess at least two (2) years experience working in a municipal animal control shelter, kennel, animal hospital, veterinarian office, or similar experience in the breeding and handling of animals;
3. Must possess an active operator's license;
4. Must pass a background investigation and have no criminal record;
5. Ability to understand and follow oral and written instructions;
6. Ability to communicate (written and verbal) effectively;
7. Must possess professional and proficient telephone skills;
8. Ability to establish and maintain effective work relations with other employees and the public;

9. Ability to reason, problem solve and think creatively, act independently and exercise discretion in choosing a correct course of action;
10. Ability to project a positive, concerned image to public;

WORKING CONDITIONS:

1. Must perform duties in town's animal control vehicle and at the animal shelter;
2. Must perform duties outdoors in a variety of weather conditions;
3. Must work around dogs, cats and other animals without encountering allergic reactions;
4. Must be available to work flexible hours, including daytime, nighttime, and weekends;
5. Must be available by telephone, radio, and/or cell phone during normal working hours and available for callback, when needed.

PHYSICAL REQUIREMENTS:

This position requires the Animal Control Director to perform all functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants unable to fill one or more of these requirements necessary to accomplish the essential functions:

1. Must maintain the interior and exterior of an animal control vehicle, including the removal of snow and ice;
2. Must possess the ability to sit in a vehicle for an extended length of time;
3. Must possess the ability to lift objects up to seventy-five (75) pounds above waist level;