

Class Title: Director
Class: Department Head
Department Title: Animal Control Director
Department: Animal Control

GENERAL STATEMENT OF DUTIES

Employee in this position performs supervisory and administrative work involving the health, care and safety of citizens by the control of animals in the County. Employee works under the direction of and is responsible to the County Administrator.

DISTINGUISHING FEATURES OF THE POSITION

The distinguishing features and some specific examples of the duties of this position include:

- Supervises 1-2 employees
- Catches and impounds unlicensed, stray and uncontrolled animals
- Uses net, rope and other devices in securing and caging animals in truck
- Provides food, water and personal care to detained animals
- Investigates complaints of animal bites and destroys rabid animals as directed
- Examines animal licenses for validity and issues warnings or summons to delinquent owners
- Examines confined animals for injuries and delivers injured or ill animals to veterinarian for medical attention and treatment
- Maintains files on animals impounded and the disposition of each
- Enforces human regulations as necessary
- Performs other duties as required or assigned

GENERAL QUALIFICATIONS

Through knowledge of animal behavior and the techniques involved in obtaining animals; ability to learn and become familiar with the various ordinances relating to animal control; knowledge of the more common diseases among animals and the precautionary measures to be taken; physically able to handle the heavy manual duties; ability to establish and maintain an effective working relationship with other employees and the public.

SPECIFIC MINIMUM TRAINING AND EXPERIENCE

MUST be able to read, write, communicate and be able to follow more complex instructions; MUST possess valid Georgia Driver's License; must have 2-4 years in animal control field or similar and prefer to have 9-12 months in supervisory position