

## **City of Hawkinsville – Pulaski County**

**JOB TITLE:** Animal Control Officer

**REPORTS TO:** Hawkinsville City Manager / Pulaski County Commissioner

**JOB SUMMARY:** The position of Animal Control Officer is responsible for responding to calls for animals, ensuring the safety of transporting them, caring for the animals and working with staff to provide a clean, safe facility while the animal is in our care.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Monitor and procure all inventory and supplies for daily operation.
- Coordinate animal intake forms, pictures, and descriptions.
- Clean the facility and maintain daily functions to provide for the animals.
- Maintain paper and electronic database of all animals while at the facility.
- Determine animals to be euthanized and deliver the animal to veterinary services for euthanasia.
- Physically able to pick up dogs and handle animals safely.
- Complete continuing education to stay abreast of State of Georgia Codes and Ordinances relating to animal control.
- Enforces all City, County and State of Georgia Codes and Ordinances related to animal control and welfare.
- Works with the general public to resolve animal control and welfare issues.
- Writes citations, as necessary, for violations of animal control and welfare laws.
- Maintain daily animal inventory.
- Ensure proper treatment and care of animals within the facility.
- Assists with adoptions and transfer of animals from the facility.
- Investigates complaints of animal cruelty and neglect received and quarantines animals as necessary.
- Educates the public regarding proper animal care.
- Represent the City and County in all court matters related to animal concerns.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Animal Control Officer must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of appropriate equipment and tools, personal computer, and other assigned equipment.
- Knowledge of the boundaries and geography of the City of Hawkinsville and Pulaski County.
- Knowledge of the laws and ordinances relating to control of animals in the City and County.
- Knowledge of the care and handling of dogs and other animals.
- Ability to handle animals running at large, particularly those that might be vicious, sick or injured.
- Ability to deal tactfully and courteously with members of the general public, often in difficult situations.
- Ability to maintain records and make reports.

**TRAVEL:**

The Animal Control Officer will be required to travel frequently throughout Pulaski County and occasionally outside of the county.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to perform a variety of tasks involving securing, lifting, and handling of animals. Employee must be able to bend, stoop, and lift and move objects weighing in excess of 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working in both outdoor and indoor environments, including working in a variety of adverse, hazardous, or unpleasant conditions. Conditions also involve going onto property to deliver citations and retrieve animals.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Animal Control Officer should possess, at a minimum, a High School Diploma or equivalent. Related experience or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

Applications can be picked up at City Hall which is located at 96 Broad Street, Hawkinsville, GA 31036. Applications are also available online at <https://hawkinsville-pulaski.org/news/employment-opportunities/>. Incomplete applications will not be considered. The deadline to apply is Friday, October 29, 2021 at 4:00 p.m.

*The City of Hawkinsville is an Equal Opportunity Employer*

*The City of Hawkinsville is a Drug Free Employer*