

Berrien County Employment Opportunity

ANIMAL CONTROL OFFICER

Job Description

This position is responsible for coordinating and supervising animal control operations for the county.

Essential Duties

- Coordinates and supervises animal control personnel in the investigation of violations of federal, state and local animal welfare and control laws; the issuance of citations; the preparation of court testimony; the impoundment and quarantine of animals; and the administration of animal health care measures.
- Reviews all county and shelter bite reports and conducts further investigations as warranted, issues vicious confinement orders and dangerous dog notices.
- Responds to citizen complaints concerning animals.
- Maintains all files, reports, and documents.
- Develops operating procedures and short- and long-range goals for the department.
- Develops the annual budget, monitors expenditures under the current budget.
- Requisitions supplies and equipment; maintains supply inventory.
- Prepares monthly and annual reports as required.
- Coordinates the operation of the animal shelter; monitors the shelter for compliance with federal, state and local sheltering regulations.
Performs other related duties as assigned.
- Must be self-motivated and possess a good personality and ability to politely and effectively work with the general public.

Preferred Job Knowledge

- Knowledge of federal, state and local laws and ordinances relating to the control and welfare of animals.
- Knowledge of federal and state licensure regulations governing the sheltering of animals.
- Knowledge of the principles and practices of animal control.
- Knowledge of federal and state laws regarding animal euthanasia methods.
- Skill in animal care, including recognizing disease symptoms, enforcing quarantines, and performing animal first aid.
- Skill in the use of animal capture and restraint devices.
- Must have a valid GA Driver's License

Salary Range:

(based on experience)

For Information and Application Contact:

Berrien County Board of Commissioners
201 N. Davis Street, Rm. 198
Nashville, GA 31639
(229) 686-5421

Berrien County is an Equal Opportunity Employer