



Office of Human Resources

Job Posting

POSITION: Animal Control Officer
DEPARTMENT: Police
GRADE CLASSIFICATION: 8 (*please refer to CBA forayscale*)
CLASSIFICATION: Full-Time/Classified / Middletown Municipal Employees Association/NEARI

POSITION SUMMARY:

Under the direction of the Police Chief and/or Designee the Animal Control/Special Officer is responsible for administering the Town's animal control program which requires the application of considerable knowledge in the areas of local, state and federal laws and ordinances, policies, procedures and reporting requirements. The position is responsible for the preparation, processing and maintenance of a variety of detailed records and specialized information and documentation in compliance with local, state, and Federal laws and policy, and in support of departmental and town operations. This position involves ensuring the continued enforcement of the Town of Middletown's charter and ordinances regarding animal control in a professional and courteous manner. The Animal Control/Special Officer is responsible for providing general services and support throughout the Town as assigned. This position interfaces with the general public, employees and others on a daily basis and requires a commitment to the highest quality of customer service.

Full Position Description and Employment Application are available at

<http://hr.middletownri.com/job-postings>

MMEA/NEARI Collective Bargaining Agreement is available at

<http://hr.middletownri.com/municipal-contracts>

HOW TO APPLY:

INSTRUCTIONS: Email Employment application **and** resume to cdursi@middletownri.com
Include **Animal Control Officer** in the Subject Line of your email

APPLICATION PERIOD: **Application period ends on December 2nd, 2016 at 4:00 p.m.** (Applications will not be accepted after this deadline)

If you need assistance with the application process, please contact the Office of Human Resources at (401) 846-5781 prior to the closing of the application period.

The Town of Middletown is an Equal Opportunity Employer

**TOWN OF MIDDLETOWN, RI
POSITION DESCRIPTION**

POSITION:	Animal Control Officer
DEPARTMENT:	Assigned to Police
REPORTS TO:	Police Chief or designee
GRADE CLASSIFICATION:	8
TITLE CLASSIFICATION:	Animal Control Officer / Middletown Municipal Employees Association / NEARI

POSITION SUMMARY:

Under the direction of the Police Chief and/or Designee the Animal Control/Special Officer is responsible for administering the Town's animal control program which requires the application of considerable knowledge in the areas of local, state and federal laws and ordinances, policies, procedures and reporting requirements. The position is responsible for the preparation, processing and maintenance of a variety of detailed records and specialized information and documentation in compliance with local, state, and Federal laws and policy, and in support of departmental and town operations. This position involves ensuring the continued enforcement of the Town of Middletown's charter and ordinances regarding animal control in a professional and courteous manner. The Animal Control/Special Officer is responsible for providing general services and support throughout the Town as assigned. This position interfaces with the general public, employees and others on a daily basis and requires a commitment to the highest quality of customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class, or it addresses business needs and changing practices:*

1. Responsible for patrolling all the streets of Middletown on a daily basis.
2. Responsible for responding to all animal – control related calls, interviewing all parties involved in a call, and contacting the Department of Health when necessary.
3. Responsible for reviewing and researching all correspondence involving animal control reports taken during on-duty and off-duty shifts.
4. Responsible for staying current on animal control issues and developments, and answering all inquiries regarding the animal control program and related ordinances and laws.
5. Responsible for preparing, updating and submitting official police reports and other documentation with appropriate follow up regarding animal control incidents.
6. Prepares and processes all required records, data, payments, documents, reports and other associated paperwork in accordance with federal and state law and local ordinances, policies and procedures.
7. Responsible for confirming the status of an animal's rabies vaccine, including wildlife that have come into contact with humans, which may include but is not limited to the quarantine of animals and their delivery to the RI Department of Health for rabies testing per established protocol.
8. Responsible for updating the status of animals delivered to the local Animal Shelter by police officers, and completing DEM reports as required by state requirement.
9. Responsible for holding vicious dog hearings and testifying in court on animal related cases as necessary.
10. Assists the surrounding communities, Newport and Portsmouth, with animal control issues when needed.
11. Attends meetings, training sessions and re-certification programs when necessary.
12. Responsible for making presentations to public and private groups regarding animal control.
13. Provides support for other departments as assigned.
14. Maintains a professional, friendly and safe working environment
15. Performs other duties as may from time to time be assigned.

II NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: *The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:*

1. Ability to communicate effectively verbally and in writing.
2. Must possess a working knowledge of the Town of Middletown Charter and Ordinance provisions involving the police department, animal control, and court proceedings, and have the ability to read and interpret such provisions.
3. Must possess a working knowledge of RI State laws, and the rules, regulations and procedures of the Middletown Police Department.
4. Must possess skills in the operation of the equipment used in everyday animal control.
5. Ability to handle animals under extraordinary conditions of stress.
6. Ability to act quickly and remain calm under duress and strain.
7. Ability to perform detail-oriented tasks and balance a variety of responsibilities.
8. Ability to show initiative and accept responsibility.
9. Ability to understand and follow written and oral instructions.
10. Ability to effectively interact with the general public, legal and business organizations, Town Officials, staff members and others.

III MINIMUM REQUIREMENTS:

1. Must have a high school diploma or GED certificate.
2. Must have general knowledge of police officer practices and procedures.
3. Must possess and maintain a valid operator's license, must have Cardiopulmonary Resuscitation (CPR) and First Responder's First Aid training provided by the Town.
4. Must successfully pass a pre-employment physical examination.
5. Must successfully pass a background investigation.

IV 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.*

1. **Environment:** Work is performed primarily in a vehicle and outdoors, travelling to different sites; incumbents may be required to work extended hours including evening and weekends and may be required to travel outside Town boundaries to attend meetings. May be subjected to varying weather conditions from extreme cold to extreme heat, to wet and damp conditions.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an animal control vehicle and outdoor setting, to stand or sit for prolonged periods of time; often required to stoop, bend, kneel, crouch, reach, and twist; to move, lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate animal control vehicle and related equipment requiring repetitive hand movement and fine coordination including, including use of a computer/laptop/tablet; required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate and exchange information.
3. **Vision:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus, set in the normal vision range with or without correction.
4. **Hearing:** Hear in the normal audio range with or without correction.

V EQUIPMENT USED: *Equipment used includes but is not limited to the following:*

Animal Control Police truck, rabies pole, tranquilizer gun, 4/10 shot gun, traps, carriers, animal control officer uniform, Police officer hand held and vehicle installed radio, computers, telephone, facsimile machine, typewriter, postage machine and copiers.

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