

Job Description

Updated – March 4, 2022

Animal Control Officer: Part-time on an as-needed basis

Overview:

The Animal Control Officer's (ACO) focus is to enforce the Town Dog Ordinance and to make sure dogs are properly licensed and not causing problems in Town. The ACO should have strong communication skills and the ability to keep an open mind. The ACO should be passionate about animal welfare and have a willingness to work with pet owners to find solutions that best meet the needs of the animal.

As an employee of the Town, the ACO is appointed by the Select Board. For animal control duties, the employee works under the supervision of the Town Manager.

As an employee of the Town, the employee is required to read and adhere to stipulations of the Town Personnel Policies. Actions that violate these policies can lead to disciplinary actions up to and including dismissal.

Essential duties:

Transport and secure any dogs that are lost or running free in the Town of Hardwick

Ongoing communication with animal owners, local vets, the Hardwick Police Department, Town Clerk's Office, Town Manager's Office, and local kennels

Investigate all animal complaints and nuisances relating to dogs and use problem-solving skills to assist in these situations

Ensure that all dogs are properly licensed by comparing lists of licensed to non-licensed dogs

Work with Town Clerk annually on dog warrants for any unlicensed dogs

Work can include visiting properties, talking to animal owners, and impounding dogs if necessary