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January 17, 2018

Internal/External Announcement

Position Vacancy

Classification: Lead Animal Control Officer

Salary Grate / Range: Grade: 12 / \$32,002 – 48,003

Department: Animal Services

Duties and Responsibilities: Performs protective service work enforcing animal control, responding to calls and patrolling to observe animal law violations, enforcing animal control laws, preparing and maintaining appropriate records and files, trains animal control staff, implements and administers programs to educate public regarding animal welfare, local, state and federal laws, works with animal welfare and other groups interested in animal care to develop programs to improve animal outcomes countywide, works with the Public Health Department to develop and administer procedures and programs to respond to and educate the public concerning rabies related issues and animal vaccinations, and develops programs to enhance community interaction and involvement in animal services and shelter programs. Work is performed under regular supervision of the Animal Services Director.

Knowledge, Skills and Abilities: General knowledge of the laws, ordinances, and regulations governing the control, handling and protection of dogs, other animals and fowl; thorough knowledge of the geography of the County; thorough knowledge of animal breeds to aid in lost pet identification and aggressiveness of various breeds; general knowledge of office equipment; ability to solve problems within scope of responsibility; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to deal tactfully with the general public; ability to establish and maintain effective working relationships with associates and the general public. Ability to communicate effectively orally and in writing. The ability to develop and present educational materials to small and large groups concerning animal related laws and animal care. The ability to promote animal care programs and recruit and train volunteers to participate in animal care programs. Must be familiar with use of Microsoft Office and Windows-based operating systems ****Pre-employment drug testing required.****

Minimum Education and Experience: High school diploma or GED and significant experience involving the care and treatment of animals, animal welfare laws, animal shelter operations, animal care programs designed to reduce euthanasia, enhanced animal care and involving the public, public safety or equivalent combination of education and experience. Specific training in animal control law, shelter laws, rabies control laws and field response to animal related calls for service and emergencies preferred. Ability to obtain certification for administration of vaccines to animals including Certified Rabies Vaccinator and Certified Euthanasia Technician.

Deadline: Open Until Filled; Internal January 26, 2018

Apply: Submit a NC State Application (PD-107) prior to closing date to the NC Works/Joblink Career Center located on the Campus of BRCC 45 Oak Park Drive, Brevard. Internal applicants submit an Internal Application, Resume and State Application (PD107) to Human Resources.