



ANIMAL CONTROL OFFICER JOB DESCRIPTION

GENERAL

The animal office must possess:

- an attention to detail and observation.
- the ability to work well within a bureaucratic setting.
- an ability to communicate well with others.
- interpersonal skills and work professionally with all city employees.
- certification or the ability to obtain basic certification or additional education as deemed necessary by the city.
- Possess a valid Arkansas driver's license and have an acceptable driving record.

DUTIES & RESPONSIBILITIES

The duties described below are not all inclusive but meant to highlight some of the main duties of the position. Other duties related to this position may be assigned.

- Provide services as needed. The Animal Control Officer is responsible for all animals at large in the City of Huntsville, including farm animals.
- Keep vehicle stocked with all necessary supplies for dead animal removal. Dead animals, especially skunks, are to be removed from streets/ditches immediately. For dead animals over forty pounds, the animal control officer will contact the Street Department for assistance.
- Respond to calls from Huntsville Police Department concerning injured, stray, sick, or dangerous animals and violations of animal regulatory ordinances.
- As the City has no facilities for the housing of farm animals, Animal Control will make arrangements with local farmers to take the animals. Once removed from the city, the animals will not be returned to the owner unless ordered by a court of competent jurisdiction.
- Animal Control cannot be on call 24/7, therefore calls from the Huntsville Police Department are to be made to Animal Control between the hours of 7:00 a.m. and 10:00 p.m. only. City officials are not to call after 10:00 p.m. unless an animal has been injured (hit by a car, etc) or if the animal is in immediate danger to itself or people.
- Provide information to the public regarding city ordinances relative to animal control: including vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions. Provide information to the City Clerk's office about impounded animals so that it can be posted on the city's social media outlets. Conduct special investigations in response to public complaints of violations of animal regulatory ordinances. May appear in court to testify and present evidence regarding violations of animal regulatory ordinances.
- Provide care of animals kept at holding facility or notify volunteer caregivers.
- Maintain holding facility in a sanitary condition.
- Other responsibilities as requested by the mayor.