

Carroll County, VA



WE ARE LOOKING FOR AN ANIMAL CONTROL OFFICER



Could this be for You?

We are looking for the right individual to lead our County's Animal Control Department which includes oversight of animal control and the Day Reporting Program. Do you like to work with animals? Do you have good communication skills and the ability to work with the general public? If so, then this may be for you!



Interested?

You will find the employment application on our website at:
<https://www.carrollcountyva.gov/employment>.

Need more information?

You can contact Human Resources at 276-730-3002.



WWW.CARROLLCOUNTYVA.GOV



276-730-3002

General Definition of Work

Performs intermediate technical work in the enforcement of local and state laws and ordinances regulating the keeping, control and protection of animals within the County, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Education and Experience

High school diploma or GED and moderate experience involving the care of animals and dealing with the general public, or equivalent combination of education and experience.

Essential Functions

- Receives, investigates and answers complaints concerning animal control ordinances.
- Investigates animal related bites.
- Uses animal control equipment including leashes, catch poles, weapons, traps, etc.
- Patrols the County checking for violations of animal control ordinances.
- Delivers animals to the animal shelter.
- Prepares and maintains accurate records.
- Oversees the County's Day Reporting Program.
- Develops and administers department budget.
- Prepares and presents educational programs related to animal control.
- Supervises, assigns work to and trains department staff.
- Establishes programs for cost containment, reduces operating costs where possible and ensures that department stays within budget.
- Ensures excellent customer service is provided to both internal and external customers of the department, answers questions and provides information as needed.



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