

**TOWN OF LANESBOROUGH  
ANIMAL CONTROL OFFICER  
JOB DESCRIPTION**

**PRIMARY PURPOSE**

The Animal Control Officer (ACO) performs animal care, investigative, and administrative work in the enforcement of statutes and Town Bylaws relating to the control and regulation of domestic animals and other related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enforce the Town's animal control bylaws; investigate dog complaints and cruelty to animal complaints; prepare follow-up reports on unlicensed dogs; issue warnings and citations.

Apprehend and restrain loose animals; respond to calls for and remove, if necessary, injured, diseased and dead animals.

Respond to calls and remove trapped wildlife; respond to citizens' inquiries regarding laws and regulations, licensing requirements and procedures.

Perform related administrative work; maintain records and prepare reports.

Annual Barn Inspection Program.

**SUPERVISION**

The ACO works under the general supervision of the Police Chief. Performs a variety of duties according to department policies and procedures; work requires the application of independent judgement to analyze unusual situations and determine the best course of action. Unusual situations requiring clarification of policies and procedures are referred to the Police Chief.

**WORK ENVIRONMENT**

Most work is performed outdoors under various weather conditions. There is also the likelihood of exposure to potentially dangerous animals and diseases. The work load is subject to seasonal changes. The ACO is on call to respond to emergencies.

The ACO uses standard office equipment, specialized equipment such as cages, snare poles and traps operates the ACO vehicle.

Performance of duties requires regular contact with the general public, the Town Clerk's Office and other Town officials. Contact with the public requires courtesy, patience and

tact, sensitivity to concerned animal owners, and the ability to explain laws and regulation under stressful situations.

## RECOMMENDED MINIMUM QUALIFICATIONS

### Education and Experience

High School diploma; technical training and two years of experience handling and caring for animals; or an equivalent combination of education and experience.

### Additional Requirements

Valid motor vehicle operator's license  
Completion of the Animal Control Officers Academy within 12 months

### Knowledge, Ability and Skills

General knowledge of Mass. General Laws and Town Bylaws governing the control and regulation of animals; knowledge of animal care procedures and animal handling procedures and practices.

Ability to communicate effectively and tactfully with the public to explain regulations, take enforcement action, and investigate complaints; ability to capture and restrain various domestic and wild animals, including large aggressive dogs; ability to work independently; ability to maintain records and prepare reports.

Excellent public relations skills; skills in mediation and negotiation and skills in handling animals.

## PHYSICAL REQUIREMENTS

Frequent moderate physical effort is required to perform duties. The ACO should be in good physical condition as the job may occasionally require running, climbing, crawling, etc. The ACO should be able to lift and /or move animals weighing up to 100 lbs.

*Adopted by the Board of Selectmen on 9/14/15*