

**PLEASE POST FOR ALL APPLICANTS TO READ  
Macon Bibb County Government**

**POST DATES: 08/10/2015 to Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Animal Welfare Officer (Full Time)**

**JOB CLASS (GRADE):**

**HOURLY RATE RANGE: \$12.94 - \$21.57**

**LOCATION: Animal Welfare**

**WORK HOURS: Varies**

**WORK WEEK: Varies**

**DEPT. HEAD: Sonya Adams**

**(X) REPLACEMENT    () NEW REQUIREMENT**

**SUMMARY:**

The Animal Welfare Officer is responsible for performing enforcement work relating to ordinance and laws controlling animals in Macon-Bibb County.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Enforces all Macon-Bibb County codes and ordinances related to animal welfare.
2. Works with the general public to help resolve animal welfare issues.
3. Writes citations, as necessary, for violations of animal welfare laws.
4. Patrols the county to locate and apprehend animals in violation of Macon-Bibb County codes and ordinances.
5. Investigates complaints of animal cruelty and animal bites received through the Animal Welfare Office and quarantines animals as necessary.
6. Serves as Shelter Attendant as designated by the Director of Animal Control. Animal Control Officers with this designation are responsible for cleaning kennels, treating sick animals, and administering deworming treatments, 7-1 shots for dog disease, and 3-1 shots for feline disease.
7. Humanely euthanizes and disposes of sick, injured, and impounded animals as required.
8. Educates the public regarding proper animal care.
9. Performs emergency service for injured animals after normal working hours, as required.
10. Maintains the maintenance and cleanliness of assigned vehicle.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

The Animal Welfare Officer must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of appropriate equipment and tools relating to the operation of an animal shelter, personal computer, typewriter, calculator, and other assigned equipment.
- Knowledge of the geography of Macon-Bibb County.
- Knowledge of the laws and ordinances relating to control of animals in Macon-Bibb County.
- Knowledge of personal computers and basic office programs.
- Knowledge of the care and handling of dogs and other animals.
- Ability to handle animals running at large, particularly those that might be vicious, sick or injured.
- Ability to deal tactfully and courteously with members of the general public, often in trying situations.
- Ability to maintain records and make reports.
- Skill in the use of tools and equipment incident to the operation of an animal shelter.

## **MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Animal Welfare Officer must be a high school graduate or equivalent, preference given for candidates with experience in the care and handling of animals; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

## **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of certification as an Animal Control Officer, within one year of hire.
- Possession of certification to assist with/perform euthanasia, within six (6) months of employment.
- Possession of a valid Georgia Motor Vehicle Operator's License.

## **SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

## **TRAVEL:**

The Animal Welfare Officer is required to travel to numerous locations throughout Macon-Bibb County.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

## **LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

This position has a high visibility of behavior. The employee must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance. The employee must also be able to think quickly in situations of stress and high activity.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to perform a variety of tasks involving securing, lifting, and handling of animals. Employee must be able to bend, stoop, and lift and move objects weighing up to 150 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working in both outdoor and indoor environments including working in a variety of adverse, hazardous, or unpleasant conditions. Conditions also involve going onto property to deliver citations and retrieve animals.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**