

- I. POSITION TITLE: **Dog Officer**
- II. SUPERVISOR: Executive Secretary
- III. GENERAL DESCRIPTION OF DUTIES: Enforce laws pertaining to dogs and animal control (primarily dog) problems.
- IV. DUTIES AND RESPONSIBILITIES:
 - A. Answer complaints.
 - B. Apprehend animals in need of control and notify owners.
 - C. Operate pound.
 - D. Submit annual report.
 - E. Issue warnings as appropriate.
 - F. Impose fines on violators.
 - G. Pick up dead animals.
 - H. Prosecute at District Court.

These duties shall be performed appropriately to represent the decisions and policies of the Board and with respect and confidentiality for the parties involved and the Board.

Educate self in Massachusetts General Laws and other sources as they pertain to animal control; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Executive Secretary.

- V. SUPERVISORY RESPONSIBILITIES: Assistant Dog Officer
- VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
 - A. Experience in handling and care of domestic animals; skill in apprehending stray or uncontrolled dogs.
 - B. Knowledge of wild animals and their behavior patterns in this locale.
 - C. Knowledge of local laws applicable to animals, their control and disposal thereof, and court procedures.
 - D. Tact and diplomacy in dealing with animal owners or complaining citizens in disputes.
 - E. Must be forceful and authoritative and maintain favorable public relations as a town official.
 - F. Ability to work with little day-to-day supervision.
 - G. Ability to communicate effectively with town employees, state and local officials, and the general public.
 - H. Respect the privacy of the public we serve.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade VI 485 Hours per year (FY99)

Approved by the Personnel Board Date: _____ Chairman: _____

Reviewed by: The Board of Selectmen Date _____ Chairman: _____

Town of Chilmark - Job Description - February 2002

- I. POSITION TITLE: **Inspector of Animals**
- II. SUPERVISOR: Executive Secretary/Division of Animal Health, Boston
- III. GENERAL DESCRIPTION OF DUTIES: Inspect all farms, livestock (i.e., pigs, sheep, cows, goats, and poultry). Checks conditions and makes annual head count.

IV. DUTIES AND RESPONSIBILITIES:

- A. Conduct annual livestock head count.
- B. File annual report with Division of Animal Health.
- C. Quarantine dogs for ten (10) days in the event of dog bite; file report with hospital authorities.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to animal health regulations, review changes in requirements with the Board. Participate in continuing education through classes and conferences and in coordination with the Executive Secretary.

- V. SUPERVISORY RESPONSIBILITIES: Oversees Dog Officer as applies to quarantines.

- VI. SPECIAL CIRCUMSTANCES: To be on call for all animal quarantine issues.

VII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Experience in handling dogs and barnyard animals.
- B. Maintain facility for holding quarantined dogs.
- C. Knowledge of state requirements and procedures of Division of Animal Health.

- VIII. POSITION GRADE LEVEL & TIME REQUIREMENTS: No Grade; (Stipend)

Approved by: Personnel Board

Date: 5/05/02

Chair: Jane A. Heave

Reviewed by: Board of Selectmen

Date: 7/2/02

Chair: Robert M. Hill