



Village of South River (Interim) Animal Control Officer

Job Description

Under the supervision of, and in consultation with the Clerk Administrator , works in accordance with policies and practices of the Village and according to the provisions of the regulating by-laws for dogs and cats (By-law #17-98 and #6-2005 respectively) and the provisions of The Municipal Act, The Freedom of Information Act and other pertinent Acts of the Legislature.

Responsibilities

- Capture any stray animals using nets or other appropriate equipment
- Return the stray animal to its owner by way of the identification tag which is required for all animals to wear
- Should there be no tag and it is not readily evident where the animal belongs then the Animal Control Officer will contact the Almaguin Animal Shelter and make arrangements for the animal to be sheltered there until such a time as the animal is claimed.
- Investigate reports of animal attacks, animal cruelty, interviewing witnesses, collecting evidence and writing reports.
- Issue warnings or citations in connection with animal-related offenses
- Write reports of activities and maintain files of impoundments and dispositions of animals
- Answer inquiries from the public concerning animal control operations

- Educate the public about animal welfare and animal control laws and regulations
- Must keep accurate records of all Animal Control related activities

The Village of South River will supply two large animal cages, one small blue plastic animal cage, one live trap, one leash with choker collar and one snare pole.

The Animal Control Officer will not keep regular hours but will respond to a call when needed. Remuneration shall be \$25.26/hour paid bi-weekly.

This position will continue until October 31, 2012 unless terminated by either party with sixty (60) days -notice. The conditions for compensation may be amended from time to time with the agreement of both parties.