



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

Animal Control Officer

Salary: \$43,289.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, November 1, 2013.

GENERAL STATEMENT OF DUTIES:

The Chief Animal Control Officer shall be responsible for the management and daily running of the shelter. This involves the overseeing of all shelter employees and the appropriate care of the animals and the kennel areas. He/she follows established laws and procedures, and is expected to exercise independent judgment gained through experience in the performance of related duties.

ILLUSTRATIVE DUTIES:

- Oversees and manages all shelter employees.
- Oversees appropriate care of the animals and the kennel area.
- Responsible for fiscal records and disbursements.
- Assures maximum licensing enforcement within the City.
- Enforces cruelty laws and other statues pertaining to animals.
- Investigates calls regarding roaming or stray dogs, vicious, abused or abandoned animals.
- Retrieves injured dogs and cats along roads and highways.
- Develops public education campaigns to promote responsible pet ownership including licensing and altering of pets.
- Oversees shelter supplies, e.g. food, litter, etc.
- Implements screening and follow-up procedures developed by the Task Force.

AS TO SPECIAL KNOWLEDGE, ABLILITY, AND SKILL:

Knowledge of the care and handling of animals; ability to handle emergency situations; ability to meet the public with tact and courtesy; ability to prepare reports; knowledge of cruelty laws and other statues pertaining to animals.

REQUIRMENTS:

- Possession of a Connecticut driver's license.
- Graduation from high school.
- Interest in animal welfare.
- Minimum of two years of relevant experience.
- Applicants must have demonstrated concern for animal welfare as evidenced by paid or volunteer work on their behalf.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS