



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

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EMPLOYMENT OPPORTUNITY PART-TIME ASSISTANT ANIMAL CONTROL OFFICER

The Town of Westborough seeks applicants for the part-time (12 hours/week) position of Assistant Animal Control Officer. Working under the general direction of the Animal Control Officer, the Assistant performs a variety of duties involved in enforcing local and State laws governing the care and keeping of animals in the Town of Westborough.

Applicants must possess a high school diploma or equivalent; a minimum of one (1) year experience preferably working with animals, especially dogs; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Animal Control Officer Certification from a recognized training organization or ability to become certified within six (6) months of appointment is required. Must have a valid driver's license.

Scheduled hours are likely to include some evening and weekend hours to respond to emergency calls and provide on-call coverage when the Animal Control Officer is unavailable. Starting rate of \$21.03 per hour This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description. To apply, email resume and cover letter in a single PDF to Kimberly Foster, Assistant Town Manager at jobs@westboroughma.gov; position open until filled.

The Town of Westborough is an equal opportunity employer and recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.

TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: Assistant Animal Control Officer	Reports To: Animal Control Officer
Department: Police	Job Code: H-1
Location: 45 West Main Street	Hours per week: 12
Revised:	FLSA Status: Non-Exempt

Summary: Working under the general direction of the Animal Control Officer, performs a variety of duties involved in enforcing local and State laws governing the care and keeping of animals in the Town of Westborough. Is responsible for responding to calls relating to the control and regulation of dogs and other animals within the Town. May provide services in surrounding communities in which the Town has established service agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responds to complaints concerning animal problems or violations of animal control laws and bylaws, including but not limited to animals running at large, bites, property damage, or injuries.

Conducts investigations, gathers data and makes recommendations to the Town when dealing with problem animals and/or owners as needed.

Maintains all animal control equipment and supplies, reports any need for service to the vehicle or equipment to the supervisor and submits any receipts applicable to all.

Under the supervision of the Animal Control Officer, assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches.

Investigates complaints of potentially rabid wildlife; captures, euthanizes and prepares animals for rabies testing as needed.

Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws. Attends court hearings to testify in support of animal control and licensing issues.

Catches or traps stray/unlicensed animals and licensed animals in violation of Town Bylaws and/or State laws and regulations using any legal means necessary consistent with humane treatment and the safety of the officer and the public; return animals to owners, impound them, or dispose of same in proper and humane manner.

Advises unlicensed animal owners of licensing requirements; prepares and sends warnings or fines when

appropriate, and issues court summonses in conformance with Town and State Animal Control Laws.

Maintains and updates animal control records, database, and files.

On-call availability required; including nights weekends, holidays.

May assist the Animal Control Officer with annual barn inspections.

Maintains contact with Police Department using modern communication methods.

Maintains Town's compliance with MGL Chapter 140, Section 151.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Requires a high school diploma or equivalent; a minimum of one (1) year experience preferably working with animals, especially dogs; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. General knowledge of pertinent Massachusetts General Laws, Town Bylaws, license requirements and procedures is preferred.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Animal Control Officer Certification from a recognized training organization or ability to become certified within six (6) months of appointment. Must have valid driver's license. Maintains all certifications as required by the Massachusetts Department of Agricultural Resources.

Other Skills and Abilities: Must maintain a high degree of professionalism. Ability to communicate with individuals in a helpful, empathetic and diplomatic manner, often under stressful conditions. Ability to maintain, manage and organize records. Ability to deal with Town departments, vendors and the general public. Ability to communicate clearly and concisely with others, both verbally and in writing. Ability to perform detailed work accurately and efficiently within deadlines. Ability to prioritize multiple tasks.

Other Qualifications: Scheduled hours are likely to include some evening and weekend hours. May be required to respond to emergency calls outside of regular business hours and provide on-call coverage when the Animal Control Officer is unavailable. Must be available to attend professional meetings to maintain current knowledge of laws and regulations and to learn of new developments and techniques relation to animal control issues.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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.*

Majority of work is performed outdoors with possible exposure to weather extremes of hot and cold temperatures and inclement weather. Frequently subjected to the stress of emergencies and dangerous situations; risk of injury is possible due to handling of animals including bites, scratches, etc. Work may be performed outside of normal business hours and on the weekends. Administrative work is performed in an office environment.

The noise level in the work environment is usually moderate.

Prepared By: Kimberly Foster	Date: June 1, 2023
Recommended by Town Manager	Date: June 21, 2023
Approved by Select Board	Date: June 27, 2023