



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldtwpnj.com

POSITION: Animal Control Officer*/Shelter Attendant (P/T)

Department: Bloomfield Animal Shelter

Brief Description:

- Animal Control duties and responsibilities including Wildlife (Preferably well versed in animal behavior and handling)
- Maintains a high standard of animal care and welfare, which includes providing scheduled feedings, clean water at all times, proper bedding.
- Properly clean and sanitize kennels, cages, equipment and areas of shelter as assigned according to BAS policy and procedure.
- Exercise and socialize the animals on a regular basis
- Restrain, confine, handle animals, including those which are ill, injured, quarantined, or aggressive
- As directed by medical staff or supervisor, provide pre-surgery care and preparation of animals
- Observe and document unusual behavior, signs of illness and any injury of an animal on a daily basis.
- Communicate vital information to relevant personnel as appropriate.
- Maintain records, reports and perform data entry work in animal sheltering software
- Accurately perform Lost/Found checks using all available methods of contact (phone, email, to locate possible owners
- Be knowledgeable and conversational on BAS policies and common animal welfare practices
- Provide excellent customer service to individuals utilizing BAS services
- Administer said services including admission of animals, adoption, reunification, lost and found, etc.
- Work cooperatively with BAS volunteers, staff and partners
- Interact with the public in a professional, personalized and sincere manner via phone, email and in person to answer questions about the services provided by BAS
- Perform other duties as assigned
- Flexible hours and on call nights

Hourly Rate: \$15.00 - \$18.00 per hour

Qualifications: At least 18 years of age, possess a NJ driver's license, a high school diploma or equivalent and must have the State of New Jersey Animal Control Officer Certification, one year of experience preferred

How to Apply: Please forward resume and cover letter with copy of credentials to:

Jacqueline Gabriele, Assistant to Support Services Director, jgabriele@bloomfieldnjpd.com

Closing Date: TBD

Bloomfield Township is an Equal Opportunity Employer
