

**Town of Topsfield  
ANIMAL INSPECTOR**

**Summary:**

The stipend position of Animal Inspector investigates animal complaints in the Town of Topsfield, investigates cases of animal cruelty and neglect, and performs annual barn inspections and record-keeping as required by law. The position is nominated by the Board of Selectmen, appointed by the Director of the Division of Animal Health for the Commonwealth of Massachusetts, and reports to the Town Administrator, or designated Department Head.

**Duties and Responsibilities:** Duties may include, but are not limited to:

- 1) Perform all Animal Inspector duties as required by law, including the investigation of animal complaints; cases of cruelty, neglect or aggressive animals; animal hoarding; removal of wildlife from public property; and annual barn inspections.
- 2) Provide annual barn book to the Department of Agricultural Division of Animal Health as required by law and provide an annual summary report to the Town Administrator.
- 3) Provide monthly updates and activity reports to the Town Administrator & Board of Health.
- 4) Attend meetings, as necessary, with the Town Administrator
- 5) Establish effective working relationships with Animal Control Officer, Health Agent, Police Department, state agency officials, the general public and animal care facilities and professionals.
- 6) Inform residents of related laws, procedures, risks of rabies and proper animal care.
- 7) Report suspected cases of rabies to the Town's Health Agent and Animal Control Officer and takes proper action to confine animals for determination and prevention.
- 8) Complete records, logs, fines imposed, and non-criminal tickets issued.
- 9) Respond to calls; seek veterinary care for injured animals and decide the disposition of animals; assist veterinarians with treatments and euthanasia; remove and dispose of roadside kill such as skunks, opossums, raccoons, deer and cats.

**Minimum Qualifications:** Must be appointed, or eligible for appointment within three (3) months, as an Animal Inspector by the Massachusetts' Director of the Division of Animal Health of the Department of Food and Agriculture.

**Professional Licenses:** Holds a Commonwealth of Massachusetts License to Carry, or is eligible to be licensed within 3 months of appointment. A valid MA Driver's License is required.

**Required Knowledge, Skills, and Abilities:** Must have knowledge and experience with the inspection of animals, animal control procedures, enforcement of local and state laws and regulations, various breeds of animals habits and habitats (including domestic animals, livestock, wildlife, exotics, and animal imports), rabies prevention, and preparation of suspect animals for rabies testing; Must be able to effectively communicate and be able to work effectively with the public including high stress situations; Ability to maintain detailed records and statistics and to prepare and submit reports as required by the Department of Agriculture; Division of Animal Health. A minimum of one (1) year of professional experience performing animal care and inspectional duties is required.

**Desired Knowledge, Skills and Abilities:** Professional Certification in basic veterinary life support and cardiopulmonary resuscitation is preferred but not required. Three (3) years of general animal control work is desired. Prior municipal experience is highly preferred.

Access to a computer and experience with email, computerized spreadsheets, Microsoft Word documents and the use of the internet is desired in order to ensure the efficient delivery of services and record keeping essential to the position.

**Education:** High School diploma is required. Associates degree in a related field is preferred, but not required. Professional Certifications related to veterinary care is highly preferred.

**Physical Requirements:** The performance of the Animal Inspector duties may result in exposure to rabies, ticks, fleas, mange, tape worm and other parasites, as well as exposure to human and/or animal bodily fluids, and potential animal bites or scratches. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Fair Labor Standard Act (FLSA) Status:** Exempt (stipend)

**Work Schedule:** Must be available on a periodic basis to perform animal and barn inspections during regular business hours, Monday-Friday 8AM – 4PM; Must be accessible 24/7 via telephone, including evenings and weekends for job related emergencies.

**Compensation:** A fixed-rate stipend, up to \$7,300 per year, is paid monthly; Position is subject to annual appointment by the Board of Selectmen and compensation is subject to annual appropriation by Town Meeting. This position is not eligible for benefits (ie., vacation, health insurance, etc.).

**Deadline:** Applications are due by March \_\_\_\_, 2015 at \_\_ p.m.

**Contact Information:** For more information, contact Donna Rich, Executive Assistant at 978-887-1500 or [drich@topsfield-ma.gov](mailto:drich@topsfield-ma.gov) and forward letter of interest and resume to the Town Administrator/Board of Selectmen Office, Topsfield Town Hall, 8 W. Common Street, Topsfield, MA 01983 and/or via email at [selectmen@topsfield-ma.gov](mailto:selectmen@topsfield-ma.gov).