

Town of Canton

DOG POUND SERVICES

The Town of Canton is seeking proposals for Dog Pound Professional Services for the Town of Canton located at 60 Main Street, Canton, New York.

GENERAL PURPOSE

Performs public safety work in the dog pound services in compliance laws including applicable provisions of the NYS Agriculture & Market Law.

DUTIES

- Works closely with Dog Control Officer and NYS Agriculture and Markets
- Accept legitimately stray dog(s) from the Town that are deemed proper for sheltering
- Provide and maintain pound for seized dogs; provide humane care for accepted dogs.
- May humanely euthanize or make available for adoption seized dogs not redeemed as provided in Article 7 of the NYS Agriculture & Markets Law.
- Responds to calls from the Dog Control Officer and law enforcement agencies
- May assist in investigation of cases of animal cruelty and/or neglect
- Maintain proper documentation
- Reports directly to the Town Board

MINIMUM QUALIFICATIONS

- A. Applicants must be at least 21 years of age with a minimum of a high school diploma or GED/TASC and experience with animals or an equivalent combination of education and experience.
- B. Applicant must provide evidence of dog pound facilities.
- C. Must possess a valid NYS Driver's License.
- D. Must be able to lift and/or move more than 50 pounds and physically fit for the job. Good communication skills

PROPOSAL SUBMISSION

Proposals must include professional background experience; proposed cost of service; and three letters of recommendation.

Deadline for written proposals is 4:00 P.M. on Friday, November 22, 2019 to the attention of Town Clerk Lisa Hammond, 60 Main Street, Canton, NY 13617.

Questions may be directed to Town Supervisor Mary Ann Ashley (mashley@cantonny.gov)