

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK ERNEST D. DAVIS, MAYOR

POSITION: Animal Warden
DEPARTMENT: Public Safety

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation.
The City of Mount Vernon has a zero tolerance for sexual harassment or reprisal.

OPENING DATE: April 16, 2013

CLOSING DATE: April 26, 2013

SALARY RANGE: \$38,702.71- \$56,013.22

SPECIFICATIONS: This is a provisional position appointment to a vacant, competitive, classified position until a Civil Service examination is administered and an established eligible list is used. The applicant must meet the following qualifications: plans, develops organizes activities necessary to the control of small animals within the City; ensure compliance with all local codes, laws and ordinances pertaining to small animal control; supervise and direct the work of subordinate personnel; directs and coordinates the issuance of summonses and the presentation of information of violators of the provision of Chapter 16, City Ordinances, before a court of competent jurisdiction: maintenance and operation of animal shelter and facilities; confer with state, county and city and other officials regarding current and new laws pertaining to area of responsibility; patrols an assigned area to locate and capture or remove stray, dangerous, dead, sick and/or injured animals.

Required Qualifications:

Through knowledge of the care and handling of dogs and cats, to include the maintenance and operation of an animal shelter: through knowledge of the techniques and methods of capturing and humane disposition of small animals; ability to ensure the sanitary and efficient operation of a municipal animal shelter; ability to supervise.

Acceptable experience and training:

Graduation from high school or a high school equivalency diploma and 2 years of experience involving responsibility for the operation and maintenance of an animal hospital, shelter, or similar establishment, 1 year of which must include handling care of small animals.

To apply, send a cover letter and resume summarizing your qualifications to: Department of Human Resources, City Hall- Roosevelt Square, Mount Vernon, New York 10550

City of Mount Vernon
Department of Human Resources
1 Roosevelt Square, Room 211
Mount Vernon, New York 10550
Attention: Judy Williams, Commissioner