

# Animal Shelter Specialist

## Job Description

**Safety Sensitive** :No

**Security Sensitive** : No

**Department** :Animal Welfare

**Reports To** :Animal Welfare Supervisor

**Location** :Animal Welfare

**This Position Is** :Non Exempt

## GENERAL DESCRIPTION OF POSITION

Responsible for the daily care, feeding and welfare of the animals in the shelter. Daily cleaning of kennel areas and cages. Assist the public with adoption and animal care questions. Evaluate and euthanize animals. Administer medicines and vaccines, and draw blood. Enter data into specialized computer software product. Dispose of dead animals. Assist in the operation of the shelter.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily care, feeding and welfare of shelter animals.
2. Prepare animals for adoption.
3. Administer medications and vaccines; conduct health checks and health tests.
4. Greet the public and assist them with the adoption of animals.
5. Educate public on the proper care of animals.
6. Enter data into specialized software program.
7. Answer telephones and communicate by two way radio system and walkie talkie setup
8. Assist in the euthanasia and disposal of animals
9. Maintain and conduct minor repair of shelter equipment
10. Assist in animal evaluations.
11. Prepare reports and other documentation and maintain files.

Perform any other related duties as required or assigned

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **Fiscal Responsibilities**

Annual budget total value :

Funds, facilities & equipment total value :

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises subordinate supervisor(s) who supervise(s) a total of employee(s). Supervises non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

## **Education And Experience**

Education : Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others.

Experience General :7 to 11 months related experience and/or training.

Experience Management :Not Required

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public 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 prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **SUPERVISION RECEIVED**

Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.

## **PLANNING**

LIMITED RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work operations.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of MINOR IMPORTANCE and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a SLIGHT DEGREE.

## **MENTAL DEMAND**

MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ACCURACY**

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **OTHER SKILLS**

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Previous experience in the care and welfare of animals.

## **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **SOFTWARE SKILLS REQUIRED**

**10-Key : Basic,Accounting : Basic,Alphanumeric Data Entry : Basic,Contact Management : None,Database : Basic,Enterprise Resource Planning : None,Human Resources Systems : None,Payroll Systems : None,Presentation/PowerPoint : None,Programming Languages : None,Spreadsheet : None,Word Processing/Typing : Intermediate**

## **OTHER SOFTWARE SKILLS**

### **ENVIRONMENTAL CONDITIONS**

Work near moving mechanical parts (spinning shafts, engines, lifts, etc.) : Occasionally

Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.) : Never

Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.) : Frequently

Toxic or caustic chemicals (including potential for chemical spills, etc.) : Occasionally

Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather) : Occasionally

Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.) : Frequently

Extreme cold (not weather-related, such as freezer, cold storage, etc.) : Occasionally

Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F) : Occasionally

Risk of electrical shock (live electrical wires, equipment that retains power after shutoff) : Occasionally

Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives) : Never

Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.) : Never

Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.) : Occasionally

Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below. : Loud (metal can manufacturing department, large equipment, etc.)

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations. While performing the functions of this job Stand : Regularly,Walk : Regularly,Sit : Frequently,Use hands to finger, handle, or feel : Regularly,Reach with hands and arms : Regularly,Climb or balance : Occasionally,Stoop, kneel, crouch, or crawl : Regularly,Talk or hear : Continuously,Taste or smell : Frequently,Up to 10 pounds : Continuously,Up to 25 pounds : Regularly,Up to 50 pounds : Occasionally,Up to 100 pounds : Never,More than 100 pounds : Never

Vision requirements,

Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).

Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).

Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).

Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).

Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).

Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

## **ADDITIONAL INFORMATION**

Animal Shelter Specialist must have the emotional and physical ability to handle, care and assist in the euthanasia of all types of wild and domestic animals.

## **MORE ADDITIONAL INFORMATION**

### **Internal Notes**