

City of Grass Valley
JOB DESCRIPTION



ANIMAL SHELTER SPECIALIST I/II

Department: Police Department – Animal Control FSLA Status: Non-Exempt

Reports To: Animal Services Manager

Unit: 3, Full-Time Position

SUMMARY OF JOB PURPOSE

Under general supervision, provides oversight of the City's animal shelter activities including impounding, treatment, and disposition of animals; oversees shelter facilities, ensuring safe, sanitary, and secure facilities for shelter animals and the public as well as the humane handling and care of shelter animals; provides oversight of shelter staff and volunteers working at the shelter facility; assists the public in locating, adopting, and handling animals; performs office clerical functions related to shelter functions.

This is a fully competent lead classification responsible for performing a variety of duties related to the care of animals and the maintenance and cleaning of City animal shelter facilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

DISTINGUISHING CHARACTERISTICS:

- Animal Shelter Specialist I is an entry-level position in this series, with a primary responsibility of operations of the animal shelter. Specialist I employees have typically served in a municipal animal services department, or equivalent, for two or more years and are fully versed in the operating policies and procedures of the City's animal shelter. Specialist I shall be capable of obtaining euthanasia and/or vaccine administration certificates within 24 months of appointment.
- Animal Shelter Specialist II is a journey-level position in this series. In addition to the roles of the Specialist I, Specialist II will possess euthanasia certification and vaccine administration certification.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER

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SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Services Manager, typically a member of police administration. Exercises direct supervision over assigned staff at the direction of the Animal Services Manager.

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Animal Shelter Specialist I-

In addition to all the essential job duties of the Animal Shelter Kennel and Office Assistant:

- Prepares the scheduling, assigning, monitoring the work of shelter staff and volunteers.
- Participates in the oversight of volunteer program.
- Ensures the safe and humane handling and kenneling of all animals; handles and kennels animals and oversees the work of staff and volunteers performing these functions.
- Coordinates and participates in the screening and selection of animals to be made available for adoption.
- Provides input regarding the performance of lower-level staff members and volunteers to the Animal Services Manager for consideration in employee performance evaluations and reviews.
- Administers microchips in accordance with department policies and procedures.
- Coordinates and participates in the screening and selection of animals to be made available for adoption.
- Provides guidance to the public in claiming lost animals, relinquishing animals, or selecting pets for adoption; collects various fees and fines, prepares daily deposits, and maintains related records.

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- Reviews adoption applications to ensure the appropriate placement of animals; counsels citizens regarding animal behavior and temperament.
- Provides effective customer service; responds to complaints and requests for information; interprets and applies regulations, policies, and procedures in response to inquiries and complaints from the public.
- Operates City vehicle to transport sick/injured animals to veterinary clinics, pick up supplies, and deliver laboratory specimens; cleans and fuels vehicle as needed.
- Organizes and participates at shelter clinics and other shelter events.
- Participates in developing and implementing shelter goals.
- Attends training, meetings, and workshops as required to enhance job knowledge and skills.
- Performs related duties as assigned.

Animal Shelter Specialist II-

In addition to all the essential job duties of the Animal Shelter Specialist I:

- Performs limited temperament testing, evaluation, selection, and disposition of animals for euthanasia in accordance with established laws, departmental policy, and procedures; when necessary, performs the euthanasia of animals by administration of controlled substances, in accordance with established laws and departmental policy.
- Maintains records of impoundment, adoption, transfers of animals, and use of controlled drugs for euthanasia, tranquilization, and treatment of animals in the shelter.
- Directs and assists community service workers in the performance of animal shelter work.

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QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Laws and ordinances pertaining to animal control and care.
- Safe and humane animal handling principles and practices.
- Animal behavior and principles of care and feeding.
- Techniques used in the disposal of animals.
- Techniques for recordkeeping.
- Safe work practices.
- Modern office procedures, methods, and computer equipment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Review, understand, and implement provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Apply laws, regulations, codes, and departmental policies.
- Recognize, prioritize, and accomplish needed/assigned tasks.
- Research, prepare and write clear and concise technical reports.
- Perform basic accounting and cash handling principles.
- Learn the applicable laws, ordinances, and regulations governing the keeping of animals within the City.
- Perform a variety of customer service tasks in support of assigned function.
- Communicate clearly and concisely both orally and in writing.
- Prepare clear, accurate, and concise notes, reports, and other correspondence.

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EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

- Equivalent to the completion of the twelfth grade, or GED.
- Two or more years prior experience in an animal shelter or similar experience involving the handling and care of a variety of animals preferred.
- Prior office experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an acceptable driving record and possess an appropriate California Driver's License.

Shelter Specialist II- Valid euthanasia certification as required by California Code of Regulations, Title 16, Sec. 2039.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance.

PHYSICAL DEMANDS

- Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
- Must be able to sit at a confined workstation for extended periods while performing essential duties.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone, and communicate through written means.
- Run, walk, and stand during kennel cleaning and animal handling activities.
- Bend, squat, kneel and twist.
- Climb stairs and/or ladders while performing daily kennel/animal control functions,

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- Perform simple and power grasping, pushing, pulling, and fine manipulation.
- Regularly carry weight of 35 pounds or less and intermittently carry weight of 75 pounds.
- Walk on uneven ground.
- While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear.
- Occasionally required to climb, balance and stoop, kneel, crouch, or crawl. See in the normal visual range with or without correction.
- Hear in the normal audio range with or without correction.

WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow, and heat. The employee is occasionally exposed to risk of dangerous animals, hazardous chemicals, biohazards, and injury and is required to frequently lift heavy loads.

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