



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Lead Animal Care Specialist - vacant

Department: Animal Control

Reports to: Animal Services Supervisor

Pay Grade: H02*

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Lead Animal Care Specialist performs leadership duties to support the operations of the City Animal Shelter, including directing and assisting other Animal Care Specialists. This job includes much of the same work as Animal Care Specialist but as a lead position, the job includes other responsibilities in maintaining inventory, ordering supplies, assisting in training of other staff and providing direction in the care and maintenance of the shelter facilities and grounds.

The job requires knowledge of animal care, building maintenance, and customer service including in situations where persons may be upset or emotionally distraught. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes animal care and control and a building and grounds maintenance environment that includes the use of power equipment and outdoor weather conditions including extreme temperatures. The job is occasionally exposed to animals that may be injured or aggressive and includes the hazard of exposure to drugs used to euthanize animals and zoonotic diseases, including rabies. The noise level is generally moderate but can occasionally be high.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supports the operations of the City Animal Services Shelter by assisting in the training of and providing direction to other employees in the maintenance of the shelter facility and care of the shelter animals. Trains and monitors the work of work-study student and community service workers. Assists office staff in answering telephones, taking lost animal reports, and processing adoption paperwork, including owner claims and releases. Maintains inventory of supplies including ordering supplies using City purchase card. Maintains inventory records, purchase and delivery records, and purchase card records and periodic reports. Euthanizes animals, as directed, following Shelter policies and procedures. Operates incinerator as needed.

Provides customer service to the public. Provides information, answers questions and inquiries in person and by telephone, shows animals available for placement, and assists in placements. Cares for animals including, but not limited to, feeding, exercising, providing vaccinations and medical care, testing, and evaluating temperament.

Maintains the City Animal Services Shelter buildings and grounds including cleaning public areas, animal cages and holding areas, and animal evaluation and treatment areas. Performs seasonal groundskeeping and landscaping work including, but not limited to, mowing, trimming, and weed control.

Assists animal control officers, as needed handling and/or transporting animals.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Employee training and direction methods, techniques, and objectives;
- Inventory maintenance, including placing, receiving, and reconciling orders;
- City purchase card policies and procedures;
- Building and grounds maintenance skills;;
- Methods, techniques, and objectives of animal care and control, including injured and aggressive animals;
- Customer service methods, techniques, and objectives;
- Method and techniques of providing medical evaluation and basic treatment to animals including, but not limited to, shots and vaccinations, wound treatment, and general health evaluations;
- Methods and techniques of humanely euthanizing animals;
- Federal regulations and City policies regarding safe work practices relating to use of janitorial equipment, power tools, and groundskeeping equipment;
- Federal, state, City, and other applicable rules and regulations regarding proper use, inventory, and disposal of drugs used in the treatment and/or euthanasia of animals;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Support the operations of the City Animal Services Shelter by assisting in the training of and providing direction to other employees in the maintenance of the shelter facility and care of the shelter animals;
- Maintain inventory records, supplies, purchase and delivery records, and purchase card records and periodic reports;
- Conduct monthly inspections;
- Operate radio dispatch equipment and two-way radios;
- Assist office staff in answering telephones, taking lost animal reports, and processing adoption paperwork;
- Maintain the City Animal Services Shelter buildings and grounds including cleaning public areas, animal cages and holding areas, and animal evaluation and treatment areas;
- Perform seasonal groundskeeping and landscaping work including, but not limited to, mowing, trimming, weed control, and snow removal;
- Provide care for animals;
- Provide customer service to the public;
- Euthanize animals, as directed, following Shelter policies and procedures;
- Assist animal control officers, as needed;
- Operate and maintain power equipment, including but not limited to, groundskeeping, janitorial, and snow removal equipment;
- Operate specialized animal control and restraint equipment;
- Operate a motor vehicle;
- Operate hand tools;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and

- Idaho driver's license required;
- Ability to obtain Euthanasia Technician certification required;
- One (1) year animal shelter experience is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle animals, manipulate tools, operate janitorial and grounds keeping equipment, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 or more pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.