

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	ANIMAL CARE ATTENDANT		
Department:	Police		
Supervisor:	Animal Services Manger		
Date:	September 2015, Revision 1	Position No.	PD/19
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is under the direction of the Animal Services Manager which operates under the Operations Support Bureau of the Sedalia Police Department. The primary responsibility of this position is the overall care of animals within the shelter. Other responsibilities of the position will vary based on the current needs of the shelter and the Animal Control Program.

Job Scope:

The primary purpose of this position is to facilitate the proper care and feeding of animals and to maintain a clean environment for the sheltering of animals. The work involves taking complaints, care and feeding of animals, cleaning and maintaining kennel areas, animal adoptions and performing other related shelter duties. In addition, animal care attendants may also be required to assist in enforcing the animal regulations for the City of Sedalia. Attendants perform schedule work on a daily basis and use independent judgment and training to take appropriate actions and deal with reoccurring situations. Successful performance helps ensure the safety of animals in the custody of the City of Sedalia.

Essential Duties and Responsibilities:

1. Cleans and sanitizes all cages, runs, and related areas.
2. Feed and water animals and maintain records of animal appetites.
3. Groom and ensure that all animals are clean.
4. Report signs of illness, disease, injury or unusual activity to the Animal Services Manager.
5. Recognize and records any unusual condition or abnormal behavior of any shelter animal.
6. Performs and/or assists veterinarian(s) and other personnel with the administration of medications, restraint, or other services related to animal care.
7. Assists Animal Control Officers as needed.

8. Assists other personnel as directed with the authorized euthanasia of animals.
9. Receive animals to be admitted for shelter care and maintain records for the proper identification and recording of respective locations.
10. Release animals to their owners within the guidelines of the animal shelter.
11. Assist with pet adoptions and/or transfers.
12. Ensure that all cages and animals are properly numbered and identified.
13. Performs administrative functions such as answering phone calls, processing money, operating computer systems within the guidelines of the animal shelter.
14. Wash and dry towels, blankets, etc.
15. Wash and sterilize water and food bowls.
16. On a daily basis, perform general cleaning of facilities, restrooms, pick up trash and stool material found on the interior and the exterior of the shelter facility.
17. Maintain equipment used to complete job assignments and ensure that all tools are in good working order.
18. Maintains inventory and/or orders for the shelter as directed by the Animal Services Manager.
19. Perform minor repairs as needed and report major items to the Animal Services Manager.
20. Assist with adoption fundraising events.
21. Performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. Prefer 2 years' experience in an animal welfare or control environment which may include humane society experience, veterinary experience, office or kennel, etc.

4. Missouri driver's license
5. Must agree to be subject to random drug screening throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of city ordinances and department policies and procedures.
2. Knowledge of animal behavior.
3. Knowledge of animal diseases and quarantine procedures.
4. Knowledge of animal shelter operation and applicable state laws
5. Skill in controlling/handling individual animal temperaments.
6. Skill in inventory management
7. Skill in operating a computer and standard office equipment.
8. Skill in establishing and maintaining cooperative working relationships with those connected with shelter operation
9. Skill in oral and written communication.
10. Ability to deal tactfully and effectively with members of the public and the media

Guidelines:

1. City ordinances
2. State laws and shelter procedures,
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of duties related to animal care and shelter operation. The number of animals sheltered and animal diseases contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, political officials, citizens and other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit or stand for long periods of time. The employee is often required to lift and carry materials weighing up to 40 lbs. and frequently up to 20 lbs. Additionally, the employee may be required to handle animals weighing up to 150 lbs. Frequently, the work may be performed in a bent position and requires the use of strength or agility in capturing and restraining stronger, more active animals.

The employee may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. In addition, the employee may be subject bites, scratches, etc. common with the handling of animals. The work may require the use of protective devices.