

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Animal Care Specialist

DEPARTMENT/DIVISION: Animal Services REPORTS TO: Animal Services Division Director

**SUMMARY:** Responsible for performing activities related to caring for sheltered animals including maintaining shelters, isolation and quarantine areas; assisting in locating lost pets; monitoring animals' disposition; giving vaccinations; and, performing euthanasia. Work is performed with limited supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Cleans and maintains the animal shelter, which includes: pressure washing kennels
  utilizing specialized cleaning chemicals; identifying diseases and other health conditions;
  handling aggressive, feral, injured, and other animals; and/or, performing other related
  activities.
- Assists the public in locating lost pets and adopting new pets. Works with the general
  public and rescue/humane organizations to re-home animals from the shelter to
  permanent homes. Evaluates temperament, health, and general adoptability of animals to
  ensure a safe and lasting adoption, which includes working with wildlife rehabilitators for
  the successful rehabilitation of injured or orphaned wildlife.
- Assists in euthanizing animals, following established guidelines and procedures.
- Assists office staff in coordinating calls for service by dispatching officers, answering telephones, and assisting walk-in customers.
- Monitors and maintains department inventory and supplies in accordance with departmental procedures. Recommends the ordering of supplies and inventory when appropriate.
- Photographs animals for inclusion on the animal adoption website. Responds to inquiries from the general public regarding animals included on the website.
- Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

• None.

# KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common animal diseases;
- Knowledge of animal behavior;
- Knowledge of animal breeds;
- Knowledge of sedatives utilized on animals;

- Knowledge of applicable laws, rules, regulations, and procedures;
- Knowledge of basic animal anatomy;
- Knowledge of proper cleaning and sanitizing methods and procedures;
- Skilled in caring for animals;
- Skilled in identifying common animal diseases;
- Skilled in administering sedatives to animals;
- Skilled in cleaning and sanitizing animal care facilities;
- Skilled in providing customer service;
- Skilled in handling difficult animals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

# **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One year of experience as an animal care assistant.
- Requires a valid TX Driver's License.
- TX Basic Animal Control Certification within six months.
- Advanced Animal Handling Certification within one year.

## PREFERENCES:

• None.

# **WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both a standard office and outdoor environment, with potential exposure to adverse weather conditions.
- Potential exposure to fumes or airborne particles, infectious diseases, chemicals, and criminal suspects.

## **CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check