



DATE	December 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Animal Care Specialist
 DEPARTMENT/DIVISION: Environmental Services
 REPORTS TO: Division Manager

SUMMARY: Responsible for performing activities of an Animal Care Specialist as well as performing lead activities. This leadership will include monitoring staff performance on a day-to-day basis, preparing monthly activity reports, provide training and conduct weekly shelter evaluations. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Participates in monitoring day-to-day operation of the Animal Services and Adoption Center. This function will include monitoring shelter documentation and data entry for accuracy.
- Update website and social media sites to support adoption and rescue opportunities.
- Reconcile rescue group documentation to ensure compliance with Texas Department of State Health Services rabies vaccination and spay/neuter requirements.
- Complete weekly shelter inspections to document staff performance and consistency.
- Make recommendations on sick, injured or aggressive animals.
- Coordinate volunteer program by providing monthly orientations, provide training and scheduling.
- Monitor shelter stock and approve purchase of new supplies.
- Coordinate rescue group partnership.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assist Animal Services Manager with drafting annual budget and monitor budget for shelter services.
- Lead responsibility over Animal Care Specialists.
- Prepare and review mid-year and annual performance evaluations for shelter staff.
- Initiate Positive Performance Management to encourage strong performance and correct performance deficiencies.
- Supervise volunteers assigned to shelter services.

WORKING CONDITIONS:

- Drive pick-up truck with animal transport equipment
- Uses pager, two-way radios, multi-line phone system and cellular phone
- Medical devices including syringe, needles, droppers, swabs and medical safety equipment
- Canine and feline vaccinations, to include mixing, preparation and administer

Senior Animal Care Specialist

- Animal restraint equipment including restraint pole, snake pole, snake tongs, flexible snare, several size animal traps, injured animal transport equipment, animal muzzles, halters, livestock leads and harness
- High pressure cleaning equipment
- Personal protective gear

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to demonstrate knowledge of pet vaccination procedure including safe handling practices.
- Familiar with state and federal laws pertaining to domestic and wild animal management.
- Basic computer skills desired
- Good written and verbal communication skills
- Standard/metric weight and dose conversion skills
- Familiar with Drug Enforcement Agency's guideline for use and storage of controlled substances.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalency
- Four year's animal shelter experience as municipal animal shelter assistant, veterinary technician or veterinary assistant
- One year public contact or customer service experience
- TX Basic Animal Control Certification
- TX Advanced Control Certification
- Class C Texas Driver's License

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screening test
- Must pass MVR check
- Must obtain Euthanasia Technician Certification as required by city policy within 6 months of employment