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.