



Animal Shelter Attendant, Lead (2081)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 7

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide guidance, direction and training to staff involved in providing care for animals housed at the Animal Shelter and to assist with ensuring compliance with local and state animal welfare protocols and regulations.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

Incumbents in this classification assist with supervising shelter operations and staff and performing related administrative duties, in addition to caring for animals.

Typical Duties

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Supervises animal intakes: ensures necessary medical care is administered and hold times are met: conducts a medical exam for new arrivals; schedules medicine; monitors medication directions given by veterinarian; schedules animals for appropriate medicine times; determines if the Veterinarian needs to come to the Shelter to see the animals; and ensures that medicine and medical supplies are in stock.

Classifies animals: determines if animals should be medically treated, euthanized, sent to animal rescue organization, or eligible for adoption; coordinates with rescue organizations, veterinary schools, and other organizations to provide needed medical care, advertise animals eligible for adoption, and other assistance; and makes decisions concerning movement of animals based on medical and adoption status.

Leads and participates in the care of shelter animals: feeds, trains and exercises animals; grooms animals by bathing trimming nails and treating for fleas; places microchips on animals; performs temperament tests for appropriate adoption matches; assists with medicating animals by reviewing and preparing records, medications, and vaccinations; and walks through shelter at regular intervals to check on animal safety and well-being.

Leads and performs a variety of duties to maintain cleanliness of animal control shelter: mixes cleaners to disinfect cages and pens, yard, dog run, etc.; scrubs equipment; cleans the yard; cleans floors, treatment rooms, and reception area; removes trash and processes recycling; performs other maintenance duties as assigned; and ensures that animals have sanitary living environments.

Conducts adoptions and rescues: gets information from the Volunteer Coordinator to add to the animal profile; reviews adoptions and rescues with staff to make sure all information is correct; discusses with customers on phone or in person about the nature of the animals to help them make a good selection; and selects animals to go to rescue if they have been at shelter too long.

Maintains department websites and social media accounts: updates websites with correct animals and removes animals once they have been adopted or pulled by a rescue; updates accounts throughout the day with regard to animals having been adopted or rescued, or changes in medical status; and takes and uploads photos of animals up for adoption.

Assists with operations and investigations: assists in the office in the absence of the shelter manager; checks database for pet owners involved in court cases; helps decide where incoming animals can be placed; verifies animal count is correct; and updates the supervisor with respect to rescue animals for pulling.

Maintains inventory of supplies and equipment: monitors inventory levels of office, cleaning and animal care and medical supplies; ensures adequate supplies to complete work activities; purchases, receives, and distributes supplies; and maintains related documentation and records.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in animal care and shelter operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction, multiplication, and division. Includes counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019