



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Animal Shelter Assistant (2 Vacancies)
<b>Open Date:</b>	January 12, 2024
<b>Closing Date:</b>	Open until Filled (Interviews will begin immediately and be ongoing until filled)
<b>Salary:</b>	\$31,004
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Public Works/Animal Shelter

### JOB SUMMARY

Under general supervision of the Animal Welfare Supervisor and direction of the Adoption Center Coordinator, the selected applicant will assist in the daily operations of the Animal Shelter, including animal intakes and adoptions, cleaning and disinfecting all areas of the shelter, animal care and welfare, general office duties, and assisting the public.

**Education:** High school diploma or equivalent.

**Experience:** Six months of experience in the care and handling of animals in a shelter or veterinary center.

#### License or Certificate(s):

- \* Ability to obtain and maintain certification with the Oklahoma Animal Control Association.
- \* Possession of or ability to obtain, a valid Oklahoma driver's license may be required.

#### Duties include but are not limited to:

- Ensuring proper and humane care of all animals in the shelter.
- Assisting the public with telephone and in-person inquiries; providing accurate information on city policies and procedures relating to the Animal Shelter and the Adoption Center.
- Monitoring and responding to shelter radio communications, dispatching officers as needed.
- Assisting with general office work including data entry; filing; logs; inventory; payment processing and issuing receipts; license registrations; and scheduling veterinary appointments.
- Assisting with adoptions.
- Assisting with contact and coordination with rescue groups to pull animals for fostering and adoption.
- Participating in community events such as parades, adoption events, and spay, neuter, and vaccine clinics.

**FOR ADDITIONAL INFORMATION AND HOW TO APPLY, PLEASE VISIT**

<https://www.cityofmoore.com/jobs>

**City of Moore is an Equal Opportunity Employer**

# CITY OF MOORE

## Job Description

### Animal Shelter Assistant

**Job Code:** 7294  
**Exempt:** No  
**Department:** Animal Shelter  
**Reports To:** Animal Welfare Supervisor  
**Location:** Animal Adoption Center  
**Date Approved:** August 16, 2021

#### GENERAL DESCRIPTION OF POSITION

To assist the Adoption Center Coordinator in the daily operations of the shelter, including animal intakes and adoptions, cleaning and disinfecting all areas of the shelter, animal care and welfare, general office duties, and assisting the public.

Position will be under the general supervision of the Animal Welfare Supervisor, and will receive direction from the Adoption Center Coordinator in order to maximize the number of healthy homeless animals placed in successful adoptions at the Animal Adoption Center.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure proper and humane care of all animals in the shelter, following The Association of Shelter Veterinarian's "Guidelines for Standards of Care in Animal Shelters". This duty is performed daily, approximately 20% of the time.
2. Proper cleaning and disinfecting with appropriate chemicals and equipment; ensure overall appearance of the shelter (including kennels, lobby, and property) is clean, safe, and in good condition. This duty is performed daily as needed, approximately 25% of the time.
3. Assist the public with telephone and in-person inquiries; providing accurate information on city policies and procedures relating to the Animal Adoption Center. This duty is performed daily, approximately 10% of the time.
4. Provide general office assistance including monitoring and responding to shelter radio communications and dispatching officers as needed; data entry; filing; daily logs; inventory; processing payments and issuing receipts; license registrations; and scheduling veterinary appointments. This duty is performed as needed, approximately 25% of the time.
5. Assist with adoptions by presenting adoptable pets at their best; ensuring animals are clean and groomed; providing basic breed information, traits, and requirements to potential adopters; assisting with meet and greets; helping adopters with paperwork. This duty is performed as needed, approximately 10% of the time.

6. Assisting with contact and coordination with rescue groups to pull animals for fostering or adoption. This duty is performed daily, approximately 5% of the time.
7. Assist with new volunteer and community service sign-ups and orientations. This duty is performed as needed, approximately 2% of the time.
8. Participate in community events (parades, adoption events, spay and neuter clinics, vaccine clinics, etc.). This duty is performed as needed, approximately 3% of the time.
9. Assist in the euthanasia and disposal of animals. This duty is performed as needed.
10. Administer medications and vaccines; conduct health checks and health tests. This duty is performed as needed.
11. Good attendance is required.
12. Perform other related duties as required or assigned.
13. Work in a manner safe to the individual and other people; keep work area clean and safe; follow safety rules and safe work practices; use safety equipment as required.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work with a definite objective, referring all questionable or unusual cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any monetary impact for the organization.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department.

## **PUBLIC CONTACT**

Regular contacts with patrons, either in the office or in the field. Contact is generally initiated by the public, and will involve occasional self-initiated contacts with patrons. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may

result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts and work in precarious places. The noise level in the work environment can be moderate to extreme. Work involves some risks of exposure to hazardous chemicals, potentially contagious diseases, and/or animal bites or attacks.

### **PHYSICAL ACTIVITIES**

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Knowledge of:

- Basic office practices and procedures.
- Various breeds of dogs, cats and other domestic animals, including livestock.
- Various kinds of animal handling and animal behavior.

- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Basic methods of animal containment and impoundment.
- Current and acceptable Animal Welfare practices, techniques and methods.
- City ordinances, rules and regulations governing Animal Welfare.
- Basic shelter medicine and first aid for animals.
- Proper shelter cleaning and disinfecting to prevent disease and illness outbreaks.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Prepare written reports and medical records; maintain efficient record keeping system.
- Maintain confidentiality when necessary.
- Learn and retain information on shelter medications and vaccines in order to properly dispense and administer them.
- Advise the public correctly about an animal's medical and vaccine history when assisting with adoptions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate on a two-way radio.
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, and utilizing other intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: a substantial amount of physical activity, heavy lifting, and operating assigned equipment.
- Work in a manner safe to the individual, other people, and animals; keep work area clean and safe by following safety rules and safe work practices; use safety equipment as required.
- Learn to interpret and apply laws and regulations of the City related to animal welfare, control, licensing.

**Experience and Training Guidelines**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

**Education and Experience:**

High school diploma or equivalent (including GED), and 6 months of work experience in the care and handling of animals in a shelter or veterinary center.

**License or Certificate(s):**

- Ability to obtain and maintain certification with the Oklahoma Animal Control Association.
- Possession of or ability to obtain, a valid Oklahoma driver's license may be required.

**WORKING CONDITIONS**

Essential and other important responsibilities and duties require maintaining physical condition necessary for recurring bending, crouching, stretching and reaching; and exerting (lifting, pushing or pulling).

Employee must transfer animals such as dogs into wash tanks for cleaning and flea treatment. Requires vertically transferring animals weighing up to 60 pounds, from 10 inches to 44 inches, up to two times per hour.

Employee must dump barrel of litter into dumpster as needed. Requires vertically transferring barrel weighing up to 60 pounds, from 30 inches to 48 inches, up to one time per hour.

Employee must use water hose to clean animal cages, and snake tongs to transfer snakes to bucket. Requires coupling forces of up to 10 pounds, up to sixty-four times per hour.

Employee must walk to access different care areas for animals in animal shelter, and transfer food and litter from pick up site to animal shelter. Requires walking up to 1.5 miles in an 8 hour period in order to access materials, supplies and equipment.

Employee must lift items such as supply boxes, and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperatures.