

ANIMAL CARE SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs routine kennel work including feeding and watering of animals and the cleaning of the shelter; disposes of animals as directed using pre-determined methods; works under the supervision of the Chief Animal Control Officer; performs related duties as required.

STATEMENT OF TASKS:

Feeds and waters animals in the shelter;
Cleans cages, mops floors and runways in the shelter;
Disposes of animals using the prescribed methods;
Serves at counter helping the public retrieve animals and purchase licenses;
Collects fees for animals to be released back to owners;
Collects license fees regular and delinquent;
Maintains records and prepares reports as required;
Performs minor equipment and building repairs and maintenance.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of animals;
Ability to utilize computers on a daily basis;
Ability to check and handle animals safely;
Ability to deal with the public calmly and with tact in stressful situations concerning animals;
Ability to follow written and oral directions;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS

Graduation from high school or GED **AND** basic computer knowledge **AND** six (6) months customer service experience which included cash handling.

SPECIAL REQUIREMENTS:

Must be certified as a euthanasia Technician by the Michigan Department of Agriculture as determined by Chief Animal Control Officer within six months of hire and willing to work weekends and irregular hours. Must be able to lift up to 50 lbs.
Must possess a valid Michigan Driver's license.



Human Resources Director

Established: January 16, 1975
Revised: October 19, 1998
Revised: October 12, 2007
Revised: November 18, 2014
Revised: December 30, 2015
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