

Job Description – City of Burleson

Job Title: Animal Shelter Administrative Technician
 Department: Animal Services
 Reports to: Animal Services Supervisor
 Pay Grade: 112
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week; 9am to 6pm; 5 days each week
 Date Revised: January 5, 2010

BRIEF DESCRIPTION OF THE JOB:

Provide care for animals in the animal shelter and help clean and maintain the shelter facility. This position is often the first impression citizens and customers have of city staff and the animal shelter.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
L - VH	Clean shelter to contain the spread of disease, feed and water animals, test animals for disease; microchip, vaccinate and medicate animals; perform some janitorial duties.
L - VH	Assist citizens with animal shelter services; responsible for handling cash with the ability to accurately make change for fee payments; process animal intake, transfers, reclaims and adoptions.
L	Answer and respond to telephone calls/message. Dispatch calls to field officers by two way radio. Provide customer service to visitors to the shelter.
S	Enter and maintain shelter records in the appropriate computer database. Maintain updated and accurate animal and D.E.A. logs.
S	Maintain hard copies of case records for all shelter activities by filing in appropriate file cabinets in appropriate order.
S	Compose and distribute departmental correspondence.
L - VH	Perform euthanasia and dispose of dead animals.
M	Order and receive supplies when supervisor is not available.
	This position requires the individual be at work on time for scheduled hours.
	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to read and understand federal, state and local laws, rules and regulations regarding animal care.
- Knowledge of various animal breeds, types and characteristics and have the ability to detect signs of illness or injury to animals.
- Skills to effectively communicate orally and in writing and have the ability to listen.
- Skills in basic mathematical calculations.
- Ability to identify and respond to potentially dangerous situations and handle animals.
- Ability to maintain a positive working relationship with fellow employees.
- Ability to use computer with basic knowledge of Microsoft Office suite (i.e. Word, Excel, etc).

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Experience working with animals; experience working in a shelter is preferred

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas Drivers License with a good driving record.
- Euthanasia certification (through course approved by the Texas Department of State Health Services) or the ability to obtain within six months of hire date.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work requires exposure to rabies and other zoonotic diseases; exposure to chemicals for cleaning and for medical treatment of animals, including euthanasia. Work involves handling of sick, injured, unruly or dangerous animals of varying species, breeds and sizes.

TOOLS AND EQUIPMENT USED:

For office duties: all varieties of office equipment, computer, printer, copier, fax, multi-line telephone and two-way radio. For shelter/animal care duties: shovel, scoop, squeegee, mop, broom, rolling carts, spray hoses, disinfectant, bleach, soap, clothes washer and dryer, dishwasher, leash, syringe pole and hypodermic needle.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	On concrete or tile floors.
Sitting	O	At the shelter reception desk in a standard office chair.
Lifting/Carrying	F	Lifting large animals up to 100 lbs onto exam table; loading and unloading bag of dog food up to 50 lbs.
Pushing/Pulling	F	Animals of varying sizes (up to 100lbs) into kennels/cages. Open/close filing cabinets and drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies; into kennels/cages to retrieve animals or clean. Full overhead extension required.
Fine Dexterity/Handling	F	To use the computer, typewriter and calculator and writing; to administer drugs to animals and do shelter maintenance.
Crouching/Crawling	R	To retrieve animals from kennels/cages; to plug in computer, typewriter, calculator, etc.
Twisting	F	When handling animals; working around the desk in standard office activities.
Kneeling	O	To access/place animals in kennels/cages; to retrieve documents from lower shelves/drawers of file cabinets.
Vision	F	For shelter and office work. Vital to safety.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person and communicate with animals as necessary.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

C_time pressures

F_irregular schedule

C_frequent change of task

F_tedious exacting work situation

F_performing multiple tasks simultaneously

other: _____

R_emergency situations

O_danger/physical abuse

F_noisy/distracting environment

C_working closely with others as f a team

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.