

JOB TITLE: Assistant Shelter Supervisor
DIVISION: Executive
SERVICE CTR: Animal Services
FLSA: Non-Exempt

JCC#: F022AS
DATE: 09/27/2021

ESSENTIAL JOB FUNCTIONS: Works under the supervision of the Shelter Supervisor(s) to assist in providing supervision of daily activities of the animal shelter. Assist the Shelter Supervisor with hiring, training and providing work direction to the Animal Care Technicians. Assigns daily tasks to ensure that animals are properly housed, fed, and cared for in a clean and sanitary environment. Oversees dog play group and enrichment program including training, supply ordering, on-site management and documentation. Evaluates and identifies pets for transport opportunities to other shelters. Serves as an animal care liaison for dog foster and adoption programs by developing and managing systems to track animal behavior and personality to best match a pet with a potential adopter/foster. Uses computerized program to monitor and track kennel inventory, impound, licensing, and rabies quarantine procedures. Maintains necessary animal records and complies with City ordinances and shelter policies on the care and disposition of animals including adoptions, redemptions, euthanasia, and when needed, the collection of fines and revenues from these activities. Assists with approving work schedules, trains and consults with Shelter Supervisor (s) regarding City and Bargaining Unit Personnel policies and regulations. Interacts with the public, including handling complaints from occasionally irate customers.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Must be able to communicate both verbally and in writing and requires the ability to operate general office equipment such as a personal computer, telephone, and fax.

TYPICAL WORKING CONDITIONS: Majority of work is performed in an animal shelter environment including continual exposure to animal shelter odors and noise. Some travel required for training and meetings.

MINIMUM QUALIFICATIONS: Associates degree in Business/Public Administration or a related field and three (3) years' experience in an animal care or operations environment; or any combination of experience and training which enables one to perform the essential job functions. Two (2) additional years of related experience may be substituted for the degree. Must obtain and maintain a certification as a Certified Animal Euthanasia Technician (CAET) within one year of employment, as a condition of continued employment. Experience as a lead or assistant supervisor or a senior animal care technician in an animal services environment preferred.

*****DocuSigned by:*****

Denise Nelson

09/29/21

WRITTEN BY: _____ DATE _____

DocuSigned by:
William Byrd
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COMPENSATION MGMT APPROVAL:

DocuSigned by:
Alex Hyl
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10/4/2021

DIVISION APPROVAL:

DATE: