

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA**

POLICE DEPARTMENT

ANIMAL CONTROL ASSISTANT

JOB DEFINITION

This position assists the Animal Control Supervisor with the humane care of animals involving adoption, counseling, public education, animal health care and euthanasia. This position requires manual and specialized work responsible for the proper sanitation and operation of animal holding areas consistent with the Animal Control Facility Guidelines. Work will be performed both inside the kennel area as well as an office. Assistant will be involved in maintaining the facility, supplies and equipment. This position requires the exercise of judgment in public contact. Incumbent works under the general supervision of the Animal Control Supervisor.

ESSENTIAL FUNCTIONS

- Performs health checks and temperament testing.
- Assist with the adoption, selection, and counseling process.
- Assists with administering medications.
- Feeds, water, and cares for animals.
- Cleans and keeps facility in sanitary condition.
- Requires regular and prompt attendance plus the ability to work well with others and work as a team.
- Ability to lift 50 to 100 pounds.
- Assist citizens with turn-ins, microchip scans, and escorts with lost and found; aid with rescue organization.
- Assist with public awareness campaigns, pet photos, events and schools.
- Answers the phone and greets the public in a polite and professional manner.
- May require some data entry and clerical support.
- Requires the physical ability to stand, walk, stoop, kneel, crouch or crawl for extended periods.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of the laws, ordinances, policies and procedures involved in functions of all animal care.
- Some knowledge of facility hygiene, euthanasia, and disposal.
- Some knowledge of animal handling, health checks, temperament testing, and adoption.
- Some knowledge of personnel supervision laws, rules, regulations, policies, and procedures, and processes.
- Knowledge of animal feeding and care procedures.
- Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.
- Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials.
- Ability to establish and maintain effective working relationships with elected officials, the local business community, and the general public.
- Ability to express ideas clearly and concisely, orally, and in writing.
- Ability to understand and follow written and oral instructions.
- Ability to work with fine workers, inmates and volunteers.
- Ability to maintain accurate records and prepare clear and concise reports.

QUALIFICATIONS

- Must be at least 18 years of age.
- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must possess computer skills necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Windows*® systems and applications.

Approved: 3/28/2016

QUALIFICATIONS (continued)

- Must have general working knowledge of related office equipment.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours, weekends, and overtime as required.
- Must be willing to work inside and outside in adverse weather conditions including hot and cold temperatures, wetness, snow and slippery floors.

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE
Post date: October 11, 2016

POSITION TITLE: **Animal Control Assistant (Part-time)**

ANTICIPATED START DATE: TBD

SYNOPSIS: This position assists the Animal Control Supervisor with the humane care of animals involving adoption, counseling, public education, animal health care and euthanasia. This position requires manual and specialized work responsible for the proper sanitation and operation of animal holding areas consistent with the Animal Control Facility Guidelines. Work will be performed both inside the kennel area as well as an office. Assistant will be involved in maintaining the facility, supplies and equipment. This position requires the exercise of judgment in public contact. Incumbent works under the general supervision of the Animal Control Supervisor.

QUALIFICATIONS:

- High School or GED. **Required**
- **Must be 18 years of age.**
- **Refer to job description**

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Range 1:\$9.89/hr

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. **This position will remain open until filled.**
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered.**

Approved: 3/28/2016

4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:
City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125
Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.