

JOB DESCRIPTION

Animal Care Agent Part-Time

Date Prepared: 9/21/21

SUMMARY:

The Animal Control and Care Agent ensures the care, treatment, and proper impoundment of animals in the City shelter.

RESPONSIBILITIES:

- Contain and secure dogs at large and transport to shelter or clinic as appropriate.
- Responsible for daily care of animals while housed in the animal shelter.
- Responsible for understanding the State of Colorado's rules and regulations for adoption processes.
- Implement quarantine procedures as needed and in cooperation with the Colorado Health Department for rabies control.
- Maintain appropriate records.
- Prepares and submits any required reports to the City Manager.
- Cleaning and the maintenance of the animal shelter.
- Maintains animal control equipment, vehicle and supplies.
- Other duties as assigned.

EXPECTATIONS:

- To perform the listed job descriptions as required to the best of your ability.
 - To continually improve skills, knowledge, job functions, and community relations through training and research.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Qualifications. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience. High school diploma or general education degree (GED) and some experience in work involving the care of animals and dealing with the public; or equivalent combination of education and experience.

Other Qualifications:

- **Language Skills**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the City.
- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Interpersonal Skills**
Ability to work cooperatively and establish effective relationships with co-workers, other agencies and the general public.
- **Other Requirements:**
Possession of a valid driver's permit issued by the State of Colorado and acceptable driving record according to City criteria.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually quiet.