

JOB DESCRIPTION
Animal Care Agent/TNR
Part-Time

Date Prepared: 06/28/2024

SUMMARY:

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

RESPONSIBILITIES:

- Daily care of animals housed in the animal shelter.
- Coordinate volunteers, ensuring that they have signed all required paperwork from the city before volunteering.
- Maintain appropriate records.
- Follow the posted daily cleaning list.
- Cleaning of the animal shelter pens.
- Coordinate the city's TNR program, maintain and clean equipment, vehicles and supplies.
- Work hours will be daily and will not exceed 20 hours weekly.
- The city will supply a vehicle for the transport of animals.
- Meet and Greets, for possible adoptions, may be held at the Community and Enrichment Center.
- Dogs may be walked in predetermined locations for socialization.
- Follow all city procedures for social media posting.
- All of the following situations must go through a Yuma Police Department Officer. The Animal Care Agent will not:
 - pick up dogs,
 - take in dogs or
 - release dogs at the animal shelter that are not the City of Yuma's
 - issue citations
- 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 not quiet.

Employee

Date

City Manager

Date