



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Animal Care Specialist
 DEPARTMENT/DIVISION: Environmental Services/Animal Services
 REPORTS TO: Animal Services Division Manager

SUMMARY: Responsible for performing activities of an Animal Care Specialist as well as performing lead activities. This leadership will include monitoring staff performance on a day-to-day basis, preparing monthly activity reports, provide training and conduct weekly shelter evaluations. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Participates in monitoring day-to-day operation of the Animal Services and Adoption Center. This function will include monitoring shelter documentation and data entry for accuracy.
- Update website and social media sites to support adoption and rescue opportunities.
- Reconcile rescue group documentation to ensure compliance with Texas Department of State Health Services rabies vaccination and spay/neuter requirements.
- Complete weekly shelter inspections to document staff performance and consistency.
- Make recommendations on sick, injured or aggressive animals.
- Coordinate volunteer program by providing monthly orientations, provide training and scheduling.
- Monitor shelter stock and approve purchase of new supplies.
- Coordinate rescue group partnership.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common animal and zoonotic diseases.
- Knowledge of animal behavior.
- Knowledge of animal breeds.
- Knowledge of sedatives utilized on animals.
- Knowledge of applicable laws, rules, regulations, and procedures.
- Knowledge of basic animal anatomy.
- Knowledge of proper cleaning and sanitizing methods and procedures
- Knowledge of pet vaccination procedures including safe handling practices.
- Knowledge of common shelter diseases and proper protocols for treatment and disinfecting.
- Knowledge of state and federal laws pertaining to domestic and wild animal management.
- Knowledge of the Drug Enforcement Agency’s guideline for use and storage of controlled substances.
- Skilled in caring for animals.
- Skilled in identifying common animal diseases.

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- Skilled in administering sedatives to animals.
- Skilled in cleaning and sanitizing animal care facilities.
- Skilled in providing customer service.
- Skilled in restraining and handling difficult animals.
- Skilled in obtaining samples and specimens for medical testing.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals, including good written and verbal communication skills.
- Skilled in standard/metric weight and dose conversions.
- Ability to lift up to 75lbs without assistance, including loading an animal into a transport unit.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Animal Care Specialists.
- Assist Animal Services Manager with drafting annual budget and monitor budget for shelter services.
- Assist Animal Services Manager with preparing mid-year and annual performance evaluations for shelter staff.
- Initiate Positive Performance Management to encourage strong performance and correct performance deficiencies.
- Complete accident/injury reports as needed.
- Supervise volunteers assigned to shelter services.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalency.
- Four years of animal shelter experience as a municipal animal shelter assistant, veterinary technician or veterinary assistant.
- 3-4 years of customer service experience.
- Ability to obtain Euthanasia Technician Certification, as required by city policy, within 6 months of employment.
- Ability to obtain State of Texas Basic Animal Control Officer Certification within 1 year of employment.
- Ability to obtain State of Texas Advanced Animal Control Certification within 1 year of employment.
- Requires a valid Texas Driver's License.

PREFERRED QUALIFICATIONS:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of more than 100 pounds.
- Work is typically performed in both a standard office and outdoor environment, with potential exposure to adverse weather conditions.

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- Work is occasionally performed in close quarters and high and precarious places.
- Potential exposure to electrical shock, vibrations, fumes or airborne particles, infectious diseases, chemicals, and criminal suspects.
- Drive pick-up truck with animal transport equipment.
- Uses two-way radios, multi-line phone system and cellular phone.
- Frequent use of medical devices including syringes, needles, droppers, swabs and medical safety equipment.
- Administers canine and feline vaccinations, to include mixing, preparation and administer.
- Utilizes animal restraint equipment including restraint pole, snake pole, snake tongs, flexible snare, several size animal traps, injured animal transport equipment, animal muzzles, halters, livestock leads and harness.
- Uses high pressure cleaning equipment.
- Utilizes personal protective equipment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must maintain a valid Texas Driver's License.
- Must obtain Euthanasia Technician Certification, as required by city policy, within 6 months of employment.
- Must obtain State of Texas Advanced Animal Control Certification within 1 year of employment.