

ANIMAL CARE TECHNICIAN II

DEFINITION

This is the lead level position in this series. Under general supervision, performs duties related to the licensing, adoption, impounding, and euthanasia of animals; feeds and cares for animals in the shelter; cleans and maintains shelter facilities; provides lead direction and work coordination for tasks and projects; performs general clerical duties and related work as required.

DISTINGUISHING CHARACTERISTICS

Duties that are expected to be performed in the Animal Control Shelter. Incumbent is expected to deal frequently with the public, employees of other agencies, and veterinary hospital staff, courteously, in the shelter and on the telephone, providing accurate information about animals, department policies and regulations. Incumbent is in constant contact with all types of animals, some reptiles, and possible exposure to rabid animals and animals that may have other infectious diseases.

REPORTS TO

Director of Animal Control.

CLASSIFICATIONS DIRECTLY SUPERVISED

Oversee and direct Animal Care Technician I, volunteers, Community Service Workers and trustees.

EXAMPLES OF DUTIES

Maintains a healthy, safe and sanitary facility for sheltered animals, the public and staff; monitors the appearance and behavior of sheltered animals; reports potential problems to the Director of Animal Control or his/her designee; provides all animals sheltered with proper, humane handling and care, including those which may be ill, quarantined or difficult to control; administers medications, is certified to perform euthanasia; provides work direction and coordination for projects and tasks; provides basic training for new staff and volunteers; assists with preparation of employee performance appraisals, performs general clerical duties, including the use of a computer, typewriter, telephone, copy machine, fax and other machines in the office; records, computes, gathers, documents information on sheltered animals, animal bite reports, weekly, monthly and annual reports to the County and State; keeps accurate log of sheltered animals daily and learns correct procedures to document this information; assists the Director of Animal Control or his/her designee with ordering materials, chemicals and supplies; completes paperwork for dog license, impounded, adopted, or redeemed animals; maintains the lost and found animal lists; collects information, as necessary, for the officers; assists the officers with annual rabies clinics and/or other animal vaccination clinics; assembles and produces documented information for the Director or his/her designee as requested; keeps the animal shelter open to the public during normal business hours; answers the telephone and assists the public; may advise the public on animal control policies and procedures; drives County vehicle to get supplies, deliver animals to local veterinarians for surgeries, and care. Prepares animals to be sent out for rabies testing. Participates in weekly safety meetings.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 100 pounds without assistance; corrected hearing and vision too normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures and climates; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Two years experience in a position equal to Kennel Attendant I and

Knowledge of:

- Care and feeding of various breeds of dogs and cats livestock, and other domestic and wild animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Basic methods of animal collection and restraint.

Ability to:

- Oversee the work of Animal Care Technicians, volunteers, community service workers and inmates.
- Learn County and State ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Learn general law enforcement functions and procedures.
- Carry out oral and written directions.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Perform general office duties.

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Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous employment in animal related field. Experience in caring and handling large and small animals is required.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.