

City and County of Butte - Silver Bow

Class Specification

Class Title	Animal Care Technician / Volunteer Coordinator Animal Care Technician/Foster Care Coordinator
Class Code Number	4013
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Assists in the planning and organization of the operation of the City-County animal shelter; does related work as required.

Distinguishing Features of the Class

This is a responsible and challenging professional position, involving technical work, along with assisting in the planning, organization, direction and coordination of the operations of the City-County animal shelter. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with other City-County employees, supervisory personnel, and the general public. Supervision may be exercised over the volunteers at the Animal Shelter.

Examples of Essential Work (Including but not limited to)

- Develops goals and objectives for the identification and evaluation of animal shelter needs and services;
- Coordinates shelter activities with those of other divisions and departments as situations require;
- Cleans and performs preventative maintenance of the shelter, must physically be able to lift in excess of 60 lbs;
- Makes public presentations on animal control issues, animal rights and treatment of animals foster and volunteer programs, spay & neuter; Requisitions supplies, materials and equipment as needed;
- Meets and greets the public and answers questions regarding animal shelter operations and policies or refers questions to other appropriate personnel;
- Attends meetings, conferences and workshops as requested and authorized;
- Develops recommendations for enhancing facility operations and services i.e. foster & volunteer program;

- Conceives, implements and manages fund raising activities;
- Observes animals to detect signs of illness or injury and consults with manager and or Assistant Manager;
- Assists Patrons in re-homing options for their animal;
- Assists prospective owners in selection of animals for adoption and in preparation of adoption forms;
- Advise new owners of pet-examination and neuterization services.
- Maintains list of prospective animal owners for contact when desired type of animal is available;
- Reviews shelter records to help owners find lost pets;
- Compiles daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by public;
- Performs related work as required;
- Performs vaccinations / worming / micro chipping;

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of animal behavior and control;
- Comprehensive knowledge of the principles and practices of operating a animal shelter;
- Comprehensive knowledge of the hazards and safety precautions involved in operating an animal shelter;
- Comprehensive knowledge of customer service principles;
- Ability to train others in their assigned duties and responsibilities;
- Ability to communicate well with supervisory personnel, employees and the general public;
- Ability to make effective public presentations;
- Ability to deal with people in sensitive and controversial situations;
- Ability to operate a personal computer using standard word processing, spreadsheet and database software applications appropriate to assigned duties;
- Ability to communicate well with others both orally and in writing;
- Ability to establish and maintain effective working relationships with other employees, supervisory personnel, homeowners, business owners and tenants;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult technical, supervisory, maintenance and repair tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology;
- Ability to handle potentially dangerous situations; Ingenuity and inventiveness in the performance of assigned tasks;
- Skills in developing support and fund raising activities;
- Skills in developing a strong base of volunteers.

Acceptable Experience and Training

- Graduation from high school;
- Experience in working at an animal shelter and/or in animal behavior and control, or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the work;

Required Special Qualifications

Possession of a valid driver's license issued by the State of Montana;

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with others in person and over the telephone;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to monitor animal shelter operations, to operate scales and inspect solid waste materials, and to prepare, review and file a variety of written documents in both electronic and hardcopy forms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and telephone systems;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and supervise an animal shelter operation, restrain large animals; and to attend meetings at a variety of County locations;

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

Signed: _____ Date: _____

By signing here you have indicated that you have read and understand the requirements as outlined in the Job description and duties.

. . . END . . .