

CITY OF LOS BANOS

Job Description

POSITION TITLE	ANIMAL SHELTER ATTENDANT
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To clean, sanitize and maintain kennels, shelter grounds, and related areas of the Animal Shelter. To receive, feed, care for animals and administer vaccinations. To assist the public in claiming or adopting animals and other related tasks as required. To assist with data entry, including maintaining statistical records. To support the Code Enforcement and Animal Control Division staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Code Enforcement / Animal Control Officers and supervised by the Code Enforcement Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Respond to questions from the public regarding animal control and care issues.
- Assist with the cleaning and maintenance of animal control facilities; care and feed animals housed in the City's shelter.
- Assist Code Enforcement Officers in the successful performance of their job duties.
- Perform a variety of administrative support and data entry duties. Maintain computerized records and complete forms regarding care; feeding, and disposition of animals. Maintain medical and behavioral records on all animals in care.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Place animals in appropriate shelter areas according to species and special requirements as directed.
- Ability to safely interact with a variety of animal species, including those displaying aggressive behavior.
- Provide humane care of domestic and wild animals at the shelter, feed and medicate animals.
- Bathe animals and perform related animal grooming and care.
- Assist the public in claiming lost animals or selecting animals for adoptions; assist in the handling of animals; describe animals' behavior and apparent training and habits.
- Maintain animal shelter, including cleaning and disinfecting kennels, cages and equipment; wash dishes and laundry; take out garbage.
- Assist in stocking food and shelter supplies and maintaining inventory.

- Assist in the coordination of animal rescues, including taking photographs of animals, and operating social media platforms to aid in communication with the public.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of customer service.
- Principles and practices of record keeping and filing.
- Correct English usage, spelling, punctuation and grammar.
- Principles and practices of work safety.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Modern office procedures, practices and computer equipment.

Ability to:

- On a continuous basis, know and understand all aspects of animal service operations; intermittently analyze and prepare work papers, reports and special projects; problem solve field situations.
- On an intermittent basis, sit at desk or in a vehicle; walk and stand during activities; bend, squat and kneel; climb stairs and/or ladders while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; and carry weight of 50 pounds or less.
- Understand and follow both oral and written instructions.
- Exercise independent judgment and work without direct supervision.
- Deal tactfully with members of the public, including individuals who may be angry, hostile, or distraught, according to established laws and department policy and procedure.
- Operate modern office computer equipment, tables and portable communication devices.
- Accept payment for services provided at the animal shelter and maintain records of related sales and transactions.
- Safely clean, drive and operate assigned vehicle.
- Capture, care for and feed animals.
- Prepare and maintain accurate and grammatically correct written reports and records.
- Preserve confidentiality of sensitive materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally, in writing, and over a public safety radio system.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

DESIRED QUALIFICATIONS

- One (1) year of experience working for an animal services shelter.

06/23