



ADOPTION SPECIALIST/SHELTER TECHNICIAN

Department: **Police** Class Code: **11**
Reports to: **Lieutenant** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, facilitate adoptions while providing care, and treatment for the animals at the Chino Valley Animal Shelter.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides care for animals; rehabilitates animals; cleans and sanitizes kennels and cages; prepares and feeds animals; cleans dishes and laundry within the shelter.
- Works individually with animals to determine specific traits and areas of concern; works with animals in groups to determine interactions.
- Trains and supervises volunteers.
- Organizes adoption events and rabies clinics Posts all available animals on web sites to find potential adoptions
- Files documentation as needed; responds to phone calls and messages.
- Performs customer service, including lost and found pet reporting and providing advice on the proper care and treatment of animals.
- Performs various housekeeping and cleaning; mops and sanitizes floors; cleans outside runs and play yards.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Participates in adoption events.
- Assist with animal impounds.
- Appear in court when required.
- Sells licenses and assist with data entry.
- Returns animals to owners; counsels owners and collects appropriate fees.
- Under the direction of the Lieutenant, assist Animal Control in shelter operations. Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

JOB DESCRIPTION

Adoption Specialist/Shelter Technician

High school diploma or equivalent and one year of animal care experience or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid driver's license.

Required Knowledge of:

- Principles, practices and methods of animal care.
- Applicable animal laws and regulations.
- Office procedures and practices.
- Principles and practices of customer service.
- Cleaning practices and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations and the general public.
- Perform effective customer service.
- Perform routine office procedures.
- Perform basic mathematical calculations and handle money.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of business software.
- Perform various cleaning tasks.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. May be exposed to potentially violent animals. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		6/2018				

APPROVED: Human Resources

DATE: 10/10/2018