

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
		6/2019				
		1/2023		13		

APPROVED: Human Resources

DATE: 1/2023