

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ANIMAL CARE SPECIALIST, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, coordinate, and supervise the activities of shelter technicians. Employees in this classification train and schedule shelter technicians; ensure that necessary tools are provided to perform work tasks; ensure policies, procedures, and regulations are adhered to; educate the public in the various aspects of animal care; ensure public safety; provide customer service; and oversee animal care, euthanasia and cremation services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees shelter technician daily assignments; directs technicians to maintain high visibility within the shelter environment, maintain clean facilities, ensures the safety of the staff, public and animals. Establishes and maintains positive visitor and staff relations within the shelter environment.

Supervises, directs and trains assigned staff. Develops action plans and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals; schedules shelter technicians for training and seminars; prepares work schedules based upon animal population, visitor trends and staff availability. Reviews and provides activity logs on a daily basis to monitor staff's performance.

Researches products needed for work activities; requests purchase orders; maintains inventory of tools, supplies, and equipment; makes budget recommendations based upon an assessment of section needs and historical expenses; monitors expenses and inventory.

Supervises the care and feeding of all shelter animals including preparation and implementation of work schedules to accomplish the necessary tasks. Supervises, participates in and trains staff in all aspects of shelter animal care, including the care and feeding of large and small livestock.

Influences the development of safety standards and ensures that the standards are followed.

Supervises and performs animal intake evaluations, vaccinations, fecal and blood testing, feeding, shelter cleaning, bathing, and animal behavioral assessment, working with animals that may be unpredictable and/or vicious. Determines whether animals are suitable for adoption based upon the application of standards and individual judgment. Supervises and performs the selection of animals for adoption including rescue work and special needs assessment. Counsels prospective adopters. Makes entries into animal tracking system and ensures that all paper and electronic records are accurate and timely.

Supervises and performs the selection of animals for euthanasia and the euthanasia process. Ensures accompanying documentation and computer entries are correct and available. Ensures inventory of scheduled and non-scheduled drugs is accurate, documented and secured at all times.

Supervises and performs cremation services and the cremation process, including interaction with bereaved pet owners and maintenance of crematory. Ensures associated paperwork and paper and computer records are accurate.

Communicates with supervisor, other departments, staff, public service agencies, government agencies, the public, community organizations, media, other staff, peers et al to ensure that services are delivered in a timely and quality fashion. Represents the department on television and radio and in print. Prepares animals for television appearances (“Happy Tails”) and provides information about the animals to the host and other participants in the television broadcast. Researches, documents and testifies in court regarding animal abuse cases.

Conducts and participates in team building meetings to ensure good communications. Attends meetings, seminars, workshops and conferences as appropriate to maintain currency.

Maintains and monitors the inventory of equipment, supplies and materials to ensure availability; initiates requests for new and replacement equipment, supplies and materials. Tracks good received. Ensures that the inventory of animals is accurate and adjusted appropriately. Supervises the operation of equipment assigned to a section.

Maintains files; analyzes animal population, visitation and other information in order to prepare records, reports, and documents relating to area of responsibility; prepares payroll information for review.

Researches and resolves visitor inquiries/complaints. Educates the public in animal care matters both on and off site. Assists the public in finding lost animals.

Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

Operates a computer, printer, telephone, golf cart, service truck, horse trailer, shovels, pitch fork, litter pick, first aid equipment, calculator, hand tools, planner, digital camera, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Cleans, prunes and mulches grounds; paints common areas; repairs cages.

Receives periodic animal food shipments and distributes throughout the shelter.

Drives vehicles and trailers to transport livestock in a variety of on and off road settings.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; college degree preferred; three to five years of experience in customer relations, animal care management or staff supervision, first aid, and CPR; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida Driver’s License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Must successfully complete the requirements of related appropriate Animal Care Training Programs. Must possess and maintain the following certifications: Euthanasia, Crematory Operations and First Aid/CPR. Must have extensive organizational and communication skills, including public speaking skills. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems, to interpret instructions furnished in written, oral, diagrammatic, or schedule form, and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Financial Accountability: Recommends and defends the budget for assigned areas of responsibility.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects, materials and animals of moderately heavy objects and materials (up to 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as zoonotic disease, animal waste matter, dirt, dust, pollen, odors, wetness, humidity, rain, smoke, temperature and noise extremes, hazardous materials, unsafe structures, traffic hazards, animal/wildlife attacks, water hazards, violence, or rude/irate customers.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.