COLUMBUS ANIMAL CARE SERVICES

JOB DESCRIPTION

POSITION:	Part-time Kennel Assistant Position
FLSA:	Non-Exempt
Status:	Part-time
Supervised By:	Animal Care Services General Manager, Animal Care Enforcement Manager
Supervises:	None
2014 Wage:	$7.25 to $10.00 per hour

Position Summary:

- A Kennel Assistant provides humane care and treatment to animals housed at the Columbus Animal Care Services Center; is responsible for operating and maintaining the facility on a daily basis including cleaning, proper feeding of animals, minor maintenance, intake of fines and fees, preparation of paperwork, and entering of data. In addition, the part-time Kennel Assistant serves as a receptionist for the Columbus Animal Care Services Center, greeting visitors and accepting payments; as an initial contact to the Center, the Kennel Assistant must be able to respond to complaints and requests for information. This is a part-time position and this employee is not provided with any benefits (such as health insurance, paid time off, etc.). This employee shall work no more than 1559 hours per year. A part-time Kennel Assistant will work, on average, 20-29 hours a week, but may work as many as 40 hours a week, as scheduling is flexible.

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction
- Must have a valid driver's license
- Must be able to read personnel policies and procedures.
- Writing/typing skills are necessary.
- Must be able to effectively and courteously respond to complaints and requests for information from co-workers and citizens.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet , Columbus Police Department General Orders, and Animal Care Services, Policies, Rules and Regulations and directives, as they apply to the Animal Care Services Center.

- Must have a good working knowledge of the proper handling, care and feeding of the varied species of animals handled by the Center.
- Ability to use sound judgment when not directly supervised.
- Ability to communicate and deal tactfully with the public in all types of situations.
- Ability to interpret and follow laws, rules and policies.
- Good working knowledge of basic office skills, including; reading, computer operations, typing, filing, writing of reports, maintaining records and basic math skills.
- Working knowledge of use of medications for animals, animal diseases and animal behavior.
- Must maintain physical ability to perform essential position responsibilities.
- Must maintain confidentiality.

Working Conditions and Physical Effort Required:

- Primarily indoors, around concentrated chemicals, loud noises, animal diseases, and odors, as well as, difficult confrontational situations in the office and on the telephone.
- Physical ability to handle and restrain large, aggressive and/or wild animals without injury to self, co-workers and the public.
- Physical ability to lift and carry 25 to 50 pounds frequently and 60 pounds occasionally.
- Minor cuts, scratches, bites and abrasions are a likely and probable hazard.

Essential Position Responsibilities:

- Provides humane care and treatment to animals housed at the Columbus Animal Care Services Center.
- Responsible for operating and maintaining the facility on a daily basis, which includes cleaning, proper feeding of animals, and minor maintenance.
- Performs receptionist, clerical and dispatching duties on a daily basis, which includes intake and release of pets to owners, intake of fines and fees, handling money, updating records accurately, answering the telephone, and serving as the first point of contact for citizens coming into the Center.
- Assists in the screening of potential adoption of pets housed at the facility and coordinates placement of pets with other agencies.
- Assists in the enforcement of animal related laws for the City of Columbus, which includes issuing warnings and citations to offenders of local and state animal related laws, interviewing individuals, and documenting complaint information.
- Educates the public in responsible pet ownership, animal related laws, and department policies and procedures.
- Assists in the supervision and scheduling of the shelter volunteer program.
- Performs disease prevention and first aid for animals housed at the facility, which includes administering medications, vaccinating animals, assisting or performing treatments, diagnostics and monitoring, draw blood, bandage changes, post-op checks, and suture removals.
- Assists in the evaluation and screening of animals that are housed at the facility.

- Assists with inventory control, ordering, unpacking, restocking drug and medical supplies.
- Assists and performs humane euthanasia and disposal of unwanted, sick or injured animals.
- Kennel Assistants may be required to work weekdays, weekends, and during holidays.
- Perform all other tasks and duties consistent with these job functions as directed or assigned by superiors.
- May be required to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc.).
- Perform any other related assignment.

This position is a part-time position and this employee is not provided with any benefits (such a health insurance, paid time off, etc.) This employee shall work no more than 1559 per year.