

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Aug 13, 2015

Action Requested By: Animal Services

Agenda Type: Motion

Subject Matter:

Animal Services Humane Educator Position

Exact Wording for the Agenda:

Request for approval to advertise and fill one (1) regular, full-time position of Humane Educator, grade 11.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: Yes

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

This approval is being requested because few or no applicants would be received when advertised within all City departments.

Associated Cost: n/a

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 7/30/15



Humane Educator

Class Code:
9007

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: May 1, 1999
Revision Date: Jun 4, 2013

SALARY RANGE

\$15.34 - \$23.34 Hourly
\$1,227.20 - \$1,867.20 Biweekly
\$2,658.93 - \$4,045.60 Monthly
\$31,907.20 - \$48,547.20 Annually

NATURE OF WORK:

This is responsible community relations work teaching and providing information on animal services, and the welfare and care of animals through educational classes, speeches, radio, television, seminars, special events and other means.

Work involves performing public relations and education work in the community; and coordinating volunteer programs and special events. Assignments are received from the Manager of Animal Service in terms of goals, objectives, priorities, and deadlines. The employee plans and carries out the work in accordance with practices, policies, and procedures. Additional guidance is provided through Federal, State, and local laws, Animal Service Ordinance 95-693, Humane organizations guidelines, and Departmental and City policies and procedures. Work is reviewed through achievement of performance goals, reports, observations, conferences and performance evaluations. Employee may lead or guide volunteers and designated Animal Shelter Attendants in assigned work.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Acts as public relations coordinator for Animal Service Center.

Educates students in City Schools on Animal Service laws, ordinances, and the humane care and handling of animals; explains the functions of the Animal Service Department; travels to schools for presentations; schedules classrooms.

Educates the public concerning functions on Animal Service laws, ordinances, stray and owner turning animals, wildlife, adoptions, pet population, disposal and euthanasia of animals.

Develops offender classes and curriculum. Conducts Pet Awareness Welfare Sessions (PAWS) that functions as an adjunct or replacement for monetary fines within the court system.

Develops and/or promotes educational literature, flyers, information packets, web page, notices, and programs for humane education programs; develops educational slide presentations; writes curriculum; produces videos; develops and promotes major community events to promote Animal Service.

Works with media to provide animal care and welfare information to the community; speaks weekly on WLRH radio; coordinates a weekly television show.

Conducts in house education; advises or helps with animal related problems; acts as an adoption counselor.

Provides assistance and information to citizens about the community's humane education programs, volunteering, animal ideas, fund raising, and animal control case hotline.

Provides direction and work assignments to Animal Shelter Attendants designated for adoptions, special projects and events.

Operates a television/VCR, computer, motor vehicle and standard office equipment while performing essential functions.

Speaks to community groups and others; explains the Animal Service Departments function and the role of volunteer programs; promotes and coordinates the Animal Service Volunteer Program; arranges for required training and supervision of volunteers engaged in humane education; leads or guides volunteers in assigned work; coaches and/or counsels with volunteers.

Arranges or transports animals from shelter to special events or adoptable locations.

Maintains records on animal adoptions; follows up to see that the animal is spayed/neutered.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

MARGINAL FUNCTIONS OF WORK:

Bathes animals before weekly television program.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the operations of the Animal Service Department.

Knowledge of laws, ordinances, policies and procedures related to animal health, care, and welfare.

Knowledge and understanding of programs related to animal care and welfare.

Knowledge of the methods and techniques of carrying out effective public relations and community action campaigns.

Knowledge of budget administration practices, policies and procedures.

Knowledge of animal behavior.

Ability to express ideas clearly, both orally and in writing.

Ability to develop and promote educational literature and programs for humane education programs.

Ability to work with the media; speak on radio shows; and coordinate a weekly television

show.

Ability to conduct in house education; advise or help on animal related problems; and act as an adoption counselor.

Ability to operate a television/VCR, computer, motor vehicle and standard office equipment while performing essential functions.

Ability to speak to community groups and others.

Ability to coordinate the Animal Service Volunteer Program.

Ability to lead or guide volunteers in assigned work.

Ability to interact with animals.

Ability to handle irate, frustrate and angry citizens in a courteous manner.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and experience in a communications or public relations area.

WORKING ENVIRONMENT:

Work is performed both inside and outside in adverse weather conditions. Work exposes the employee to hazards associated with traffic and animals.

PHYSICAL DEMANDS:

Work requires the physical ability to stand for extended periods; perform moderate to heavy lifting of animals or educational supplies; and the ability to bend while handling animals and distributing educational materials. Work also requires the ability to sit in confined seating while operating a motor vehicle or a keyboard and perform graphic design work.

NECESSARY SPECIAL REQUIREMENTS:

A valid Alabama driver's license is required.