CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Dec 3, 2015

Action Requested By: Animal Services

Agenda Type: Resolution

Subject Matter:

Animal Services Shelter Attendant

Exact Wording for the Agenda:

Request for approval to advertise and fill one (1) regular, full-time position of Animal Services Shelter Attendant, Grade 8.

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: Karen Hill Dm

Date: Nov 24, 2015

HUNTSVILLE
The Star of Alabama

Animal Shelter Attendant

Class Code: 9003

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Feb 1, 2006
Revision Date: Sep 24, 2015

SALARY RANGE

$12.21 - $17.73 Hourly
$976.80 - $1,418.40 Biweekly
$2,116.40 - $3,073.20 Monthly
$25,396.80 - $36,878.40 Annually

NATURE OF WORK:
This is manual and specialized work responsible for the proper sanitation and operation of animal holding areas consistent with City of Huntsville Animal Services Department guidelines. Work also involves providing customer service by responding to questions regarding animal adoptions, lost/found animals, animal intake, animal behavior and other related questions to Animal Services. Work also requires the ability to acquire specialized animal handling and venipunture skills.

Work involves educating the public; feeding and maintaining animals; and performing the euthanasia of animals & disposal of animal bodies in a pathological incineration chamber. Work also involves administering medications; transporting animals for veterinary services; and inventory control. Assignments are received from the Animal Services Supervisor verbally or in writing. The employee carries out routine work assignments in accordance with established policies and procedures. Additional guidance is provided through federal, state, and local laws, Animal Services Ordinance 95-693, Humane organizations guidelines, and departmental and City policies and procedures. Work is reviewed through performance evaluations, conferences, logs, summary reports, inventory, and records for accuracy, completeness, and adherence to policies and procedures.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:
Greets and educates the public on Animal Services policies and procedures.

Scans animals for microchips; feeds, waters, and cares for animals housed at the animal shelter; ensures that pens and cages are properly cleaned and sanitized and repaired; administers medications to animals housed at the shelter.

Receives and processes animals coming into and out of the shelter; conducts a daily inventory of all animals; answer questions while intaking stray and owner surrendered animals.

Screens animals to determine adoption ability; performs temperament testing of animals.

Observes animals for health, disease, and behavior; responds to sick and injured animals by providing humane care.

Escorts citizens who have lost their pets for observation of animals.

Provides adoption counseling and basic animal behavior counseling; assists with animal adoption paperwork; operates identification tag machine; transports animals to veterinary hospitals as needed.

Cremates animals in the incinerator; monitors incinerator to make sure system functions properly; weighs animals to be cremated; cleans incinerator; reads charts; maintains daily records regarding temperature and time; transports animal remains for proper disposal.

Handles and properly administers vaccinations to animals with a syringe and needle. Properly administers oral dewormers, oral and topical flea control. Properly performs heartworm and feline leukemia/AIDS testing.

Euthanizes animals by the use of sodium pentobarbital orally, intraperitoneal, and intravenous. Properly maintains controlled substance logs as required by the Drug Enforcement Agency.

Maintains records; maintains an accurate inventory of all supplies.

Operates an incinerator, animal traps, ladders, dump trucks and automobiles; all essential cleaning equipment and all essential office equipment, including a computer while performing essential functions.

May lead court-appointed community service individuals in work responsibilities; trains; assigns work; and inspects work.

Assist Humane Educator with public events and public awareness campaigns; assists with Petfinder; lost and found program.

Communicates with the Probate Office regarding community service individuals.

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

MARGINAL FUNCTIONS OF WORK:

Assists Animal Service Officers and customers with loading and unloading animals.

Responds to inquiries regarding lost or found animals.

Picks up animal supplies and food.

Assists as needed with bathing animals for Pet Project.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Some knowledge of Animal Services laws, ordinances, policies and procedures.

Some knowledge of feeding, care, and proper sanitization and repair procedures.

Some knowledge in animal handling, care and behavior.

Ability to communicate with citizens about animal scratches and bites regarding concern for rabies virus; ability to complete a bite report.

Ability to administer vaccinations with a syringe and needle and other necessary medications to animals housed at the shelter.

Ability to communicate effectively with the public verbally and in writing to receive and process animals coming into and out of the shelter.

Ability to learn specialized techniques of venipunture and humane animal handling.

Ability to maintain accurate records and inventory.

Ability to write and spell correctly.

Ability to operate a Pathological Incineration Chamber, animal traps, dump trucks and automobiles, squeegees, scrub brushes, cleaning chemicals and soaps, hose pipes, radios, computers, ladders, and standard office equipment while performing essential functions.

Ability to read, complete and maintain charts.

Ability to understand and follow written and oral instructions.

Ability to perform heavy manual labor for extended periods.

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 some experience caring for animals.

WORKING ENVIRONMENT:
Work is performed both inside and outside in adverse weather conditions including hot and cold temperatures, wetness, snow, and slippery floors. Work exposes the employee to hazards associated with traffic, vicious animals, incinerator, needles, blood from animals, lethal fumes, chemicals and controlled substances. Work also exposes the employee to irate citizens, noisy animals, and dangers associated with handling dangerous animals.

Protective equipment is required such as goggles, latex and leather gloves, and rubber boots.

PHYSICAL DEMANDS:
Work requires the physical ability to stand for extended periods; perform moderate to heavy lifting of dead or alive large animals or supplies; and the ability to pull, push, bend, stoop, and squat. Work also requires the ability to restrain and control very large and sometimes vicious animals; and the ability to handle animals.

NECESSARY SPECIAL REQUIREMENTS:
A valid driver's license is required.

Desired Special Requirements:

Euthanasia Technician Certification through the Alabama State Board of Veterinary Medical Examiners.