

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 04.24.2015 to Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Animal Welfare Officer (FT)

JOB CLASS (GRADE): 12

SALARY: \$11.96 per hour

LOCATION: Animal Welfare

WORK WEEK: Weekends, Holidays or 24 hour call HOURS: Varies

DEPT. HEAD: Steve Layson

(X) REPLACEMENT () NEW REQUIREMENT

Job Summary: Under general supervision, attends to the care of impounded animals, performs Euthanasia procedures, assists with medical procedures and maintains the facility in an orderly condition. This position also performs related work as required. Work is reviewed by standard reports and performance.

Duties and Responsibilities:

1. Provides proper care of animals including feeding watering cleaning and exercising; cleans and disinfects pens, floors and related kennel areas in accordance with established practices.
2. Performs euthanasia procedures on designated animals utilizing Sodium Phenobarbital injections; prepares carcasses for disposal, makes required record entries and maintains accurate records.
3. Maintains the maintenance and cleanliness of assigned vehicle.
4. Receives animals at shelter; separates animals which show signs of diseases; administers vaccines and medications as needed.
5. Performs general housekeeping duties to keep facility in an orderly condition.
6. Escort's individuals through kennels and assists with the adoption and transfer of animals.
7. Provides general office assistance when needed.
8. Performs other related duties as assigned.

Minimum Qualifications:

1. High school graduate or equivalent and experience is preferred in the care and handling of animals of all sizes.
2. Must have the ability to perform a clinical with the County Veterinarian and be signed off on in the practice of Euthanasia by Injection within 6 months of employment.
3. Any equivalent combination of education and experience is acceptable to the appointing authority.
4. Advanced degrees may be considered, as appropriate.
5. Some knowledge and ability of feeding and general care of animals, some knowledge of the habits and characteristics of animals.

6. Knowledge of the laws and ordinances relating to control of animals in the County.
7. Basic working knowledge of personal computers, including the ability to operate word processing and database programs in order to keep records, as required.
8. Ability and desire to work with animals.
9. Skill in the use of tools and equipment incident to the operation of an animal shelter.
10. Ability to handle animals running at large, particularly those that might be vicious, sick or injured.
11. Ability to deal tactfully and courteously with members of the general public, often in trying situations.
12. Ability to maintain records and make reports.
13. Appropriate equipment and tools relating to the operation of an animal shelter including but not limited to personal computer, typewriter, calculator, catch pole, dart gun and other assigned equipment.

Working Conditions:

1. Work takes place both in an office environment and outside of the office in various capacities.
2. Travel is required.
3. Often operates in adverse, hazardous, or unpleasant conditions.
4. Operates motorized vehicles and maintenance equipment.
5. High activity, multiple deadlines, constant interruptions.
6. High visibility of behavior.
7. Moderate physical activity (lifting, stretching, bending, standing).

AN EQUAL OPPORTUNITY EMPLOYER