

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

**POST DATES: 06/27/2016 – Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Animal Shelter Attendant (Full Time)**

**JOB CLASS (GRADE):**

**HOURLY RATE: \$12.94**

**LOCATION: Animal Welfare**

**WORK WEEK: Varies**

**DEPT. HEAD: Sonya Adams**

**WORK HOURS: Varies**

**( ) NEW REQUIREMENT (X) REPLACEMENT**

**JOB SUMMARY:**

This Animal Shelter Attendant is responsible for attending to the care of impounded animals, performing euthanasia procedures, assisting with medical procedures and maintaining the facility in an orderly condition.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Provides proper care of all animals including feeding, watering, cleaning, and exercising; cleans and disinfects pens, floors, and related kennel areas in accordance with established practices.
- Performs euthanasia procedures on designated animals utilizing Sodium Phenobarbital injections; prepares carcasses for disposal; makes required record entries; and maintains accurate records.
- Receives animals at the shelter; separates animals which show signs of diseases; administers vaccines and medications as needed.
- Assess and chart any noted disease, illness, or aggressive behavior.
- Maintain detailed animal medical charts and report any discrepancies to the Assistant Director.
- Provide humane care to all animals housed at Animal Welfare.
- Performs general housekeeping duties to keep facility in an orderly condition.
- Assists in Owner Surrender and Reclaims.
- Escorts individuals through kennels and assists with the adoption and transfer of animals.
- Provides general office assistance when needed.
- Performs other related duties as assigned by Director of Animal Welfare.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The Animal Shelter Attendant must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of feeding and general care of animals and of the habits and characteristics of animals.
- Knowledge of the laws and ordinances relating to welfare of animals in Macon-Bibb County.
- Knowledge of personal computers, including the ability to operate word processing and database programs in order to keep records, as required.
- Ability and desire to work with animals.
- Ability to handle animals running at large, particularly those that might be vicious, sick or injured.
- Ability to deal tactfully and courteously with members of the general public, often in trying situations.
- Ability to maintain records and make reports.
- Ability to operate the equipment and tools related to the operation of an animal shelter. These include but are not limited to a personal computer, typewriter, calculator, catch pole, dart gun, and other assigned equipment.
- Skill in the use of tools and equipment incident to the operation of an animal shelter.

### **MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Animal Shelter Attendant must possess a high school diploma or equivalent. Prefer experience in the care and handling of animals of all sizes; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of certification to assist with/perform euthanasia, within six (6) months of employment.

### **SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

### **TRAVEL:**

The Animal Shelter Attendant may be required to travel on occasion.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

This position has a high visibility of behavior. The employee must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance. The employee must also be able to think quickly in situations of stress and high activity.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to perform a variety of tasks involving securing, lifting, and handling of animals. Employee must be able to bend, stoop, and lift and move objects weighing up to 150 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working in mostly indoor environments but may also take place in conditions that are adverse, hazardous, or unpleasant.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**