

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Shelter Manager	<i>Pay Grade:</i>	EAP-5
<i>Department:</i>	Police	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Animal Shelter	<i>Reports to Position:</i>	Admin. Captain
<i>Effective Date:</i>	October 1, 2019		

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

Under direction performs a variety of clerical and customer service duties to include answering multi-line telephone, directing calls, taking messages, completing forms and preparing reports; coordinates and supervises shelter activities and employees, makes work assignments, trains and orients staff, monitors performance, advises and informs supervisor of disciplinary matters; directs or assists in cleaning, disinfecting and sanitizing animal cages, ensures that floors are swept and mopped, washes towels used in cages and fills trays with food and water; selects and photographs animals featured in facility advertisements, assists individuals in selecting pets by providing information and completing forms and performs additional tasks in support of the department as needed or upon request.

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Answering multi-line telephones and directing calls or taking messages/complaints/work orders for Animal Control Officers.
- Providing visitors and callers with information to include management of social media postings.
- Collecting all needed information to include fees and inputting it into computer for animal intake and adoption of animals.
- Prepares monthly report notating number of animals taken into shelter, adopted, and euthanized.
- Collecting fees and placing all fees in the cash drawer, and providing patron receipts. Preparing deposits to city cashiers.
- Supervising, training, and directing staff in the daily operation of the facility. Evaluates shelter personnel regarding performance and handles disciplinary matters.

- Coordinates with rescue groups for placement of animals.

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma, GED or equivalent training and experience

Experience

Previous experience working/volunteering in an Animal Shelter/Clinic preferred

Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- The use, operation and capabilities of Animal Shelter
- Regulations and guidelines governing animal control and animal rights.
- Animal Control process to include shelter maintenance, adoption and animal care.
- Policies, rules and regulations of the City of Phenix City.

Ability to:

- Read and comprehend regulations, guidelines, directives and similar moderately complex material.
- Utilize writing skills to prepare forms, work orders and reports.
- Verbally communicate to interpret policies and procedures, inform the public and converse with personnel.
- Utilize math skills to calculate fees and perform simple banking transactions.
- Operate office equipment and machines including computers, scanner, fax machine and copier.
- To establish and maintain effective working relationships with department staff and the general public.
- To work from direction where general objectives are established.
- To work in a constant state of alertness and a safe manner.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors at the Animal Shelter; however, special community outreach programs may involve commuting and presenting at area schools, centers, etc.

Physical Demands: See accompanying page for details

Key Working Relationships: Animal Shelter patrons, Coordinator of the Animal Shelter and other Shelter employees

APPROVAL/ACKNOWLEDGEMENT

<div>_____</div> <div>Department Head</div>	<div><u>Chief of Police</u></div> <div>Title</div>	<div>_____</div> <div>Date</div>
<div>_____</div> <div>Human Resources Director</div>	<div><u>HR Director</u></div> <div>Title</div>	<div>_____</div> <div>Date</div>
<div>_____</div> <div>City Manager</div>	<div><u>City Manager</u></div> <div>Title</div>	<div>_____</div> <div>Date</div>
<div>_____</div> <div>Incumbent Employee Printed Name and Signature</div>		<div>_____</div> <div>Date</div>

PHYSICAL REQUIREMENTS – ANIMAL SHELTER MANAGER

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs		X		

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs		X		

MOVEMENT				
Bend/Stoop/ Twist			x	
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipmen t (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals				X
Fumes				X
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise			X	
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	4
Stand	2	3
Walk	1	1

Additional Considerations (including clarification of any of the above)