



City of South Bend

Vacancy Announcement

Post Date: Wednesday, May 13, 2015

Closing Date: Until Filled

KENNEL ATTENDANT

Category: Temporary
Department: Code Enforcement/Animal Care & Control
Reports To: Shelter Manager/Assistant Manager
Schedule: Varied; up to 16 hours/week
Pay Rate: \$9.36/hr. (Non-exempt)

Position: **SUMMARY**

Works directly with the animals under the care of South Bend Animal Care and Control. Provides for a clean and sanitary environment for dogs and cats at SBACC to live, which includes cleaning of kennels, runs, and outdoor yards. At times may assist with veterinary care and/or procedures. Responsible for monitoring health of animals that are under the individuals care for the day. This position works primarily with animals, but the ability to work with the public is critical.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Greets and assists visitors and volunteers.
- Answer phone inquiries and/ or direct calls to appropriate staff.
- Maintains clean and sanitary equipment, in the shelter daily plus vehicles.
- May assist with euthanasia.
- Insures animals are qualified for adoption and are up-to-date with vaccinations.
- Conducts set-up procedures for animals brought into the shelter, and testing of animals for various diseases.
- Handles and treats all species of animals in a humane manner.
- Enforces City, State, and Federal laws regarding animal care and control.
- Completes required reports and maintains accurate and files on adoption cases.
- Handles cash payments, submits bite reports, and enforces the department permit program.
- Performs back up to office staff daily.

NON-ESSENTIAL DUTIES

- Performs other duties and assume other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED.
- Minimum two years working experience in animal handling within shelter environment.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of animal care and control.
- Knowledge and experience with Microsoft Word and Excel software.
- Exceptional customer service skills with the ability to handle discourteous, disgruntled, or dissatisfied visitors to the shelter.
- Self-motivation and the ability to motivate others.
- Ability to be a supportive and collaborative team player.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if required to drive City vehicle.

EQUIPMENT

Desktop computer and laptop, telephone, fax, copy machine, scanner, and cleaning tools.

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 frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperature. The noise level in the work environment is usually quiet to moderate in the office and loud in Animal Care and Control Shelter. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.