



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
EXTERNAL**

**CLASSIFICATION TITLE:** PIKE ANIMAL SHELTER KENNEL ASSISTANT

**FLSA DESIGNATION:** NON-EXEMPT, CLASSIFIED

**OPENING DATE:** 07/14/2023

**CLOSING DATE:** 07/20/2023

**SKILL LEVEL:** 7

**SUMMARY DESCRIPTION:**

The Kennel Assistant is responsible for the day-to-day care of animals at the Pike Animal Shelter. Under the supervision of the Director and the Operations Manager, duties include feeding, watering, exercising, kennel cleaning, yard supervision, socialization activities, and ensuring the safety of all animals.

**REPRESENTATIVE DUTIES:** Under the Direction of the Shelter Operations Manager and the Animal Shelter Director: *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Overseeing daily kennel operations of part time kennel technicians.
2. Walking dogs outside in all types of weather conditions, cleaning kennels/runs including walls/floors/ceilings/windows/doors.
3. Feeding/watering dogs/cats, bathing dogs/cats (including trimming nails, cleanings ears),
4. Gathering feces from all parts of the inside and outside of the facility.
5. Housekeeping duties throughout the facility, inventory, occupational health and safety awareness and compliance (universal precautions).
6. Providing extraordinary customer service and maintaining a practical knowledge of the intake and adoption procedures, shelter services and policies.
7. maintaining a professional demeanor at all times while using appropriate medical terminology and support practice ownership, management and fellow coworkers at all times.
8. Assisting Operations Manager in medical intake and evaluation procedures as needed. On occasion, assist Operations Manager in medication or vaccination functions if previously approved. Maintain an open line of communication with the Operations Manager in reference to health-related issues of animals in house.
9. Attending staff meetings and participating in shelter functions like open houses, community efforts and special events.
10. Presenting topics at the occasional staff meetings.

11. May be asked to perform other miscellaneous duties as assigned by the Director or Operations Manager.
12. Moving animals from cage to cage and room to room; restraining animals up to 100 pounds intermittently; and lifting animals up to 50 pounds and lifting animals over 50 pounds with help.
13. Cleaning bowls, washing drying & folding laundry.
14. washing/sanitizing play areas both inside and out.
15. Clearing drain lines, garbage, and cleaning windows. The Kennel Assistant will feed and water animals daily and follow special feeding instructions as deemed necessary by the Director and Operations Manager.

**QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Knowledge of basic operations of the Pike Animal Shelter.
- Ability to remain alert in order to keep animals and employees of the shelter safe from possible danger.
- Ability to accept constructive criticism and respond well following disappointment
- Must be compassionate not only towards the animals but also in dealing with clients.
- Ability to follow the ethical guidelines of your profession and the shelter
- Powers of keen observation for patient care
- Possess excellent reading/comprehension/legible writing skills
- Ability to negotiate with difficult people and problem solve
- Ability to make rational and effective decisions.
- Be able to maintain a team mentality at all times and keep a positive outlook
- Be prepared and willing to offer assistance and ask for assistance when needed
- Ability to abstain from gossip and negative observations regarding clients and/or team members or other professionals or other behavior that can decrease a healthy team foundation.

**MINIMUM QUALIFICATIONS:** *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High school diploma or GED.
2. Must have a valid Alabama Driver's License, a good driving record.
3. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Prior to employment offer, position subject to satisfactory background check.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Work is primarily performed in both an indoor and outdoor setting. Job requires medium to heavy physical labor regarding many daily responsibilities including lifting and moving of

animals and cages. Lifting of 50 pounds is expected.
<b>Supervisory Control</b>
The Animal Shelter Director and Operations Manager assign work in terms of general instructions. The Director and Operations Manager spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists of operational and maintenance duties related to the daily operation of the Pike Animal Shelter. The ability to complete tasks concerning all aspects of the daily operation of the facility contributes to the complexity of this position.
<b>Scope &amp; Effect</b>
The purpose of this position is to provide support to the Pike Animal Shelter. Success in this position results in greater effectiveness of the Pike Animal Shelter.
<b>Personal Contacts</b>
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically performed in an indoor and outdoor setting, 12 months out of the year.
<b>Supervision Exercised</b>
None

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy  
Human Resources Dept.  
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

*The City of Troy is an Equal Opportunity Employer.*