

## **Animal Services Kennel Tech/Office Admin**

### **Grade:**

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**Reports to: Animal Shelter Director**

**Department: Animal Shelter**

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**Classification: Hourly / Non-Exempt**

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### **Job Summary:**

Performs a variety of duties on behalf of Meriwether County Animal Services; a position that contributes to promoting the humane treatment of companion animals through protection, placement, education and example. This position is a vital part of the Department. Must be self-motivated, a team player, dependable and able to multi-task. Responsible for the general care and maintenance of all animals at the Meriwether County Animal Shelter as well as assisting with the promotion of adoption thru social media. Must be courteous and professional.

### **Essential Functions:**

The Kennel Technician is responsible for the general care and maintenance of all animals at the facility. Under the supervision of the Director, duties include maintaining and cleaning animal kennels and cages, feeding and watering of all animals, monitoring food and water consumption, documenting and reporting animal temperament, behavior, abnormalities and food/water intake, walking animals to maintain their physical and mental health. Answering telephones, performing adoptions and communicating with the public in a courteous and professional manner. The Kennel Technician is an important part of the team as he/she is the first to report if there is a problem with an animal.

### **Additional Responsibilities:**

Other duties as assigned.

### **Knowledge, Skills, Abilities Required for Job Performance:**

Ability to work well with cats and dogs. Previous experience with animals. Valid Driver's License, minimum of a high school diploma or equivalent, ability to multi-task, work effectively in a team environment, work weekends and holidays, ability to stand for long periods of time.

### **Working Conditions/Physical Demands:**

Requires regular and extended standing and walking, flexibility, and the ability to lift, stoop, kneel, crouch, bend or stand as necessary. This position requires frequent lifting or moving of objects or materials up to 50 lbs. and consistent walking and outdoor related work tasks. Will work both indoors and outdoors, including during inclement weather. Routinely uses cleaning supplies and equipment.

### **Job Type:**

Part Time Position consisting of a maximum of 29 hours per week. Days and hours of work are Monday – Friday 8am – 4pm, Saturday and Sunday 8am – 12pm