

CITY OF CORDELE, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION: **ANIMAL SHELTER MANAGER**

JOB DESCRIPTION

Animal Shelter Manager - Responsible for the primary shelter functions which may include receiving, animal control, and adoptions. Keeps a clean and well-maintained environment. Oversees supervisors in their areas, orders shelter supplies, and may compile shelter statistics. Responsible for overseeing kennel and facility cleaning and animal feeding; trains and assists staff with assigned cleaning duties. Orders all cleaning and other related supplies as needed. May evaluate shelter animals' health and temperament; may conduct and or assist with euthanasia.

ESSENTIAL FUNCTIONS

Facility Care:

- Maintain proper inventory of cleaning and other supplies. Informs supervisor when supplies need to be reordered
- Maintain equipment in good working condition. Report to supervisor when repair/replacement is needed
- Operate laundry equipment
- Maintain work and shelter areas in an organized and clean manner

Adoption Program, Shelter Operations and Customer Service:

- Provide quality customer service while promoting Animal Shelter, services provided, programs and events to the public including but not limited to adopters, donors, potential adopters, volunteers, and supporters
- Cultivate positive relationships with customers, volunteers and co-workers through professional, courteous and educational interactions
- Provide counsel and education to the public and adopters regarding training, placement and care of animals; ensure safe interactions between the public and shelter animals
- Answer phone calls; respond to email inquiries and messages in a timely manner
- Follow through with customers' and volunteers' requests/questions
- Schedule appointments for spay or neutering, other medical, and other appointments as required
- Complete office duties including but not limited to intake/outcome paperwork, adoption inquiries, preparing adoption paperwork, adoption processing and adoption follow up
- Maintain files, records and statistics pertaining to intake, adoptions, miscellaneous outcomes and medical records
- Perform the duties of an animal care duties as needed
- Handle animals, perform assessments and report findings regarding health and

- temperament
- Perform basic veterinary functions under the oversight of the Shelter Veterinarian including euthanizing, vaccines, micro chipping, blood draws, administering medical and first aid as necessary
- Work collaboratively with the Animal Control Unit to achieve animal care goals
- Participate in stress reduction through compassionate/humane care for the animals
- Participate in disease reduction through proper sanitary procedures
- Balance and prepare daily deposits
- Promote donation and giving opportunities when appropriate

Safety:

- Ensure a clean and safe environment for the animals, public, staff and volunteers
- Take immediate action to address any concern that could put any employee, customer, volunteer, animal or the organization at risk.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Complete a City of Cordele application, High school diploma or GED required; must possess a valid Georgia driver's license. Must be at least 18-years of age. Must be a U.S. Citizen or resident status. Must be able to pass a pre-employment drug screening and job related physical examination. Must be able to pass pre-employment background check including, but not limited to: job related credit, personal and previous employment, a motor vehicle check, and criminal history investigation. Must be able to work scheduled departmental hours and any overtime as required.

PERFERED QUALIFICATIONS

Training in veterinary procedures or one year experience in animal behavior, control or handling; or equivalent combination of education, training and experience.

PERFORMANCE APTITUDES

Data Utilizations: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to theses computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

PHYSICAL REQUIREMENTS:

Constant – More than 80% or 6.5 hours of more per 8 hr day

Frequent – 21-50% or 4.5-6 hours per 8 hour day

Occasional – 6-20% or 1-2 hours per 8 hour day

CONSTANT	FREQUENT	OCCASIONAL
Reading	Use of Office Equipment	Crawling
Writing	▪ Telephone	Running
Hearing	▪ Computer	Climbing Ladders
Talking	Working Overtime	Use of Office Equipment
Sitting	Handing Dexterity	▪ Copier
Walking	▪ Keyboarding	▪ Calculator
Bending	Lifting	▪ Typewriter
Squatting	▪ Moderate (15/50 lbs)	Math Skills
Pushing and Pulling		Traveling
Reaching		Driving
Standing		▪ Heavy Equipment
Climbing Stairs		▪ High rate of Speed
Seeing		Lifting
▪ Color Vision		▪ Heavy (over 50lbs)
▪ Depth Perception		
▪ Field of Vision		
▪ Clear Vision (near and/or far)		
Contact with Public		
Eye-Hand Coordinating		
Working Alone		
Handing Dexterity		
▪ Holding		
▪ Repetitive Movements		

▪ Grasping		
Driving		
▪ Motor Vehicle		
Lifting		
▪ Light (0-14lbs)		

WORK ENVIRONMENT:

CONSTANT	FREQUENT	OCCASIONAL
Work Outside	Wet Surroundings	Work Inside
Noise	Temperatures	Noise
▪ Low	▪ Low	▪ High
Dust	▪ High	Hazardous Machinery
Use of Protective Devices	Working at Night	Electrical Hazards
Vibrations	Inclement Weather	Fumes
Traffic Hazards	Violence	Disease
Mental Stress or Pressure		Pathogenic Substances