

ELECTED OFFICIALS

MICKEY PENDERGRASS
County Judge

CANDA REESE
County and Circuit Clerk

JOHN MONTGOMERY
Sheriff

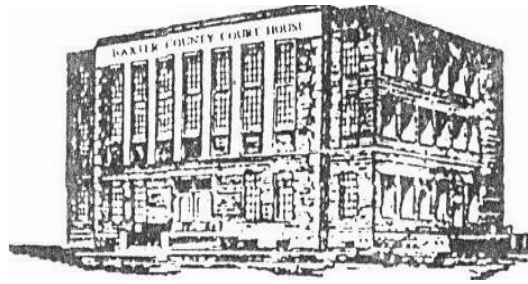
TERESA SMITH
Collector

JENAY MIZE
Treasurer

JAYME NICHOLSON
Assessor

CHARLES L. SLATER, JR.
County Surveyor

BRADLEY HAYS
County Coroner



COUNTY OF BAXTER
ONE EAST SEVENTH STREET
MOUNTAIN HOME, ARKANSAS 72653

QUORUM COURT

Gary Smith
District 1

Lucille Soltysik
District 2

Rick Steiner
District 3

Col William J. Lucas
District 4

James Kerr, Jr.
District 5

Tink Albright
District 6

Marilyn Williamson
District 7

Edna Fusco
District 8

Neal Pendergrass
District 9

Kevin Litty
District 10

Ty Chapman
District 11

JOB VACANCY NOTICE

DATE POSTED: MARCH 20, 2018 (CLOSES APRIL 20, 2018)

POSITION: ANIMAL CONTROL SHELTER ATTENDANT

DEPARTMENT: ANIMAL CONTROL

PAY GRADE: 10

SALARY: \$8.84 – 10.56 PER HOUR DEPENDING ON APPLICABLE EXPERIENCE WITH FULL BENEFITS

SEE ATTACHMENT FOR JOB DESCRIPTION.

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County Human Resources
1 East 7th Street, 2nd Floor - Suite 201
Mountain Home, AR 72653

Job Description

September 2016

POSITION TITLE: ANIMAL CONTROL SHELTER ATTENDANT

DEPARTMENT: ANIMAL CONTROL

POSITION RELATIONSHIPS:

- A. Supervisor: Animal Control Shelter Manager
- B. Secondary Supervisors: County Judge and Administrative Assistant to the County Judge
- C. Positions Supervised: Community Service Workers and Volunteers (occasionally)
- D. Interrelationships: Works closely with the Baxter County Sheriff's Department and other law enforcement agencies, city, county and state agency personnel; foster families, other animal shelters/rescue groups; shelter volunteers; and the general public.

POSITION SUMMARY:

The Animal Control Shelter Attendant is responsible for assisting the Manager with the operation of the animal shelter. Assists with animal custodial and remedial care, admissions and adoptions. Helps to ensure the safety, sanitation and upkeep of the facility. Provides public assistance, completes daily duties as assigned by Manager, and educates the public about pet ownership, animal regulations and laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Makes daily inspection of facility to ensure areas are organized and clean; supplies are well stocked; and animals are cared for.
- Reports any issues or observances to Manager in a timely manner.
- Assists Manager in maintaining numerous files, including electronic records and statistics that include but are not limited to: animal population, adoption, euthanasia, spay and neuter, incident and personnel data.
- Assists Manager with incoming animals and adoptions and ensures that the public receives accurate information and friendly service. Takes control of tense situations with distraught or angry customers.

- Helps monitor the general health of shelter animals and ensures proper medical care. Provides observations and information that helps Manager with decisions regarding the adoption of animals. Relates staff concerns to veterinarian regarding specific animals. Recommends placement for wild and exotic animals.
- Works collaboratively with employees and volunteers to achieve shelter goals.
- Participates in meetings with staff to review procedures, discuss workplace issues and share ideas on improving animal care. Develops personal goals for the shelter.
- Develops and maintains cooperative working relationships with other community agencies and organizations. Fulfills speaking engagements and prepares media releases, as directed by Manager.
- Performs other related duties as assigned.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Demonstrate a high level of responsibility, reliability, honesty and integrity.
2. Must have some domestic animal behavior knowledge.
3. Knowledge in animal health and well-being to include nutrition needs, common animal diseases, and skill in providing first aid. Ability to identify animal species, breeds, ages and sexes. Ability to identify signs/symptoms of animal illnesses and injuries.
4. Knowledge of safety procedures for handling all types of animals.
5. Must demonstrate composure in stressful and dangerous situations.
6. Must possess personal communication skills to include telephone, public speaking and ability to communicate effectively in written form and orally.
7. Must possess a strong tolerance to offensive odors and sights, as well as zoonotic diseases.
8. Must be able to follow detailed instructions.
9. Must be able to qualify as an Animal Control Officer (if required).
10. Must be able to adapt to a variable work pace, as no two days are the same.

- Education: High school diploma or equivalent; satisfactory completion of courses in animal health or animal care preferred.
- Experience: Experience working in a shelter or similar environment, with demonstrated attention to detail and multi-tasking capabilities.
- Physical Demands: Work is performed in an office setting, as well as outside, with exposure to varying weather conditions; requires walking or standing for long periods. It is understood that this employee may encounter potentially vicious animals and/or those with communicable diseases.