



Town of Wytheville

Job Opening

Job Title: **Animal Shelter Attendant (Cat Shelter)** (Part-Time, up to 28 hours per week)

ANTICIPATED HIRING RATE: \$15.00 per hour. Actual compensation will be DOE/DOQ.

DEPARTMENT: Public Safety

FLSA DESIGNATION: Non-Exempt

POSTED: 02/22/2024

POSITION SUMMARY: The **Animal Shelter Attendant** performs a wide range of office/clerical duties to support the Town of Wytheville Cat Shelter and its adoption mission, markets the center and the cats available for adoption, assists with scheduling volunteers to maintain shelter services during regular operating hours, prepares reports, provides cat care to shelter cats, and facilitates animal health care with the supervising veterinarian as needed. The Attendant assists with performing tasks to address shelter needs, and performs additional duties as assigned by supervisor to help clean and maintain the facility. The primary work location is the Town of Wytheville Cat Shelter, 600 Atkins Mill Road, Wytheville, VA 24382.

➔ **Please refer to the attached Job Description for more details. The Job Description is also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

REQUIRED MINIMUM QUALIFICATIONS: High School diploma or GED equivalent, and at least six months of full-time equivalent clerical or administrative office support experience required. Professional experience in animal control, rescue work, cat care or healthcare of animals is preferred. OR, any equivalent combination of education and experience that satisfies the job requirements specified may be considered. Excellent communication skills, oral and written, office management skills and computer skills. Ability to use social media to promote effective marketing of cats available for adoption. Demonstrated passion for the humane treatment of animals and animal well-being. Ability to follow oral and written communication skills. Ability to work with and interact with feral, non-social, and socialized cats. Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, other agency representatives, and the public. Ability to explain rules and/or standards in a professional manner. Ability to maintain respectful demeanor under critical or high stress scenarios. Demonstrated interpersonal skills that value empathy, respect, and teamwork. Ability to handle sensitive information appropriately. Must be self-motivated and able to work independent of full-time supervision. Must use time effectively to accomplish assigned job duties. Must exercise sound judgment when making decisions. Ability to use computer software specific to the assigned job duties. ***Please refer to the Job Description for additional Required Minimum Qualifications.***

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: **Animal Shelter Attendant (Cat Shelter)**

Part-time Hourly Position: Hours may vary, up to 28 hours per week.

Department: Public Safety, Town of Wytheville

Worker's Comp Group No.: 054

FLSA Designation: Non-exempt

Effective Date: February 22, 2024

GENERAL PURPOSE

The **Animal Shelter Attendant** performs a wide range of office/clerical duties to support the Town of Wytheville Cat Shelter and its adoption mission, markets the center and the cats available for adoption, assists with scheduling volunteers to maintain shelter services during regular operating hours, prepares reports, provides cat care to shelter cats, and facilitates animal health care with the supervising veterinarian as needed. The Attendant assists with performing tasks to address shelter needs, and performs additional duties as assigned by supervisor to help clean and maintain the facility. The primary work location is the Town of Wytheville Cat Shelter, 600 Atkins Mill Road, Wytheville, VA 24382.

SUPERVISION RECEIVED

Works under the direct supervision of the Animal Control Officer and the Chief of Police.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. If hired, incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Performs a wide range of office/clerical duties such as answering the phone, receptionist, opening the mail/responding to email, recordkeeping, file management, preparing reports, assisting with scheduling and working with volunteers, collecting fees and performing other clerical tasks as assigned.

Markets/promotes the center and conducts outreach efforts to support the center's goals of successful cat adoption and responsible cat population management initiatives such as spaying and/or neutering options. Collaborates and coordinates with local and regional cat rescues and volunteers to improve the overall success of the cat center and cat adoption.

Cleans kennels and kennel rooms. Stocks, inventories, and orders supplies, including accepting supply donations.

Performs general cat care in a humane manner, to include feeding, watering, basic grooming and providing a healthy environment. Observes cat health and arranges for care provided by supervising veterinarian as needed. Assesses and documents cat behavior, and determines level of cat socialization and compatibility with potential human adoption scenarios.

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Interacts in a professional and effective manner with individuals of diverse backgrounds.

Performs other duties as assigned, such as driving the animal control vehicle as needed, attending meetings, and preparing marketing flyers. (Euthanasia is not required for this position.)

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or GED equivalent, and at least six months of full-time equivalent clerical or administrative office support experience required. Professional experience in animal control, rescue work, cat care or healthcare of animals is preferred. Any equivalent combination of education and experience that satisfies the job requirements may be considered.

Necessary Knowledge, Skills, and Abilities:

Excellent communication skills, oral and written, office management skills and computer skills.

Ability to use social media to promote effective marketing of cats available for adoption.

Demonstrated passion for the humane treatment of animals and animal well-being.

Ability to follow oral and written communication skills.

Ability to work with and interact with feral, non-social, and socialized cats.

Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, other agency representatives, and the public.

Ability to explain rules and/or standards in a professional manner.

Ability to maintain respectful demeanor under critical or high stress scenarios.

Demonstrated interpersonal skills that value empathy, respect, and teamwork.

Ability to handle sensitive information appropriately.

Must be self-motivated and able to work independent of full-time supervision.

Must use time effectively to accomplish assigned job duties.

Must exercise sound judgment when making decisions.

Ability to use computer software specific to the position's assigned job duties.

Special Requirements:

Must possess a valid State driver's license and maintain in good standing at all times.

Basic CPR and first aid certification required, or the ability to obtain one within six months if selected.

Vaccination Requirements: Due to working with domestic animals, specific vaccinations will be required of selected candidate, to include but may not be limited to Rabies and Tetanus vaccines, as well as other health department recommendations. The cost of required vaccines specific to this position will be borne by the Public Safety Department.

Minimum Age Requirement: 18 years of age.

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. Emergency

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operations support work and work locations may be outside of normal job duties.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing software; calculator, copy and fax machine; phone; mobile or portable radio; and automobile. Tools and equipment related to animal care includes but is not limited to: cleaning supplies, cages, animal leashes. Gloves and eye protection when required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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.

Physical Demands: Work frequently requires standing, walking, sitting, talking, hearing and smelling. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work is performed in office settings and limited outdoors in varying types of outside weather conditions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, dust, fumes, toxic, or caustic chemicals. The employee will be required to traverse slippery and/or muddy surfaces. The noise level in the work environment is usually low/quiet while in the office, or moderately noisy as it relates to animals.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigations; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Authorization:

Signature: _____ Date: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: 9/1/22; 2/22/24

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Job Description Acknowledgement:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Name:

Print: _____ Signature: _____ Date: _____

HR Use Only:

Date Received: _____ **HR Rep Initials:** _____ **Effective Date:** _____