

**COLLIER COUNTY**

Department of Human Resources
 Human Resources Department, 3303 East Tamiami Trail Naples, FL 34112
<http://agency.governmentjobs.com/collier/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Senior Animal Care Specialist**

Division: Public Services Department **Department:** Domestic Animal Services

Exam No: 03103

An Equal Opportunity Employer

Job No: 03103

SALARY

\$20.81 - \$32.15 Hourly \$1,664.66 - \$2,571.92 Biweekly \$43,281.06 - \$66,869.92 Annually

LOCATION: Domestic Animal Services, Davis Blvd, Naples

THE POSITION

OPENING DATE: 01/29/16

CLOSING DATE: 02/04/16

The purpose of this classification is to plan, coordinate, and supervise the activities of Animal Care Specialist. Employees in this classification train and schedule Animal Care Specialist; ensure that necessary tools are provided to perform work tasks; ensure policies, procedures, and regulations are adhered to; educate the public in the various aspects of animal care; ensure public safety; provide customer service; and oversee animal care, and euthanasia.

ESSENTIAL FUNCTIONS

Oversees Animal Care Specialist daily assignments; directs Animal Care Specialist to maintain high visibility within the shelter environment, maintain clean facilities, ensures the safety of the staff, public and animals. Establishes and maintains positive visitor and staff relations within the shelter environment. Supervises, directs and trains assigned staff. Develops action plans and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals; Supervises the health, feeding, daily maintenance and medical care of animals. Supervises, participates in and trains staff in all aspects of shelter animal care, including the care and feeding of large and small livestock. Supervises and performs animal intake evaluations, vaccinations, fecal and blood testing, feeding, shelter cleaning, bathing, and animal behavioral assessment, working with animals that may be unpredictable and/or vicious. Determines whether animals are suitable for adoption based upon the application of standards and individual judgment. Supervises and performs the selection of animals for adoption including rescue work and special needs assessment. Counsels prospective adopters. Makes entries into animal tracking system and ensures that all paper and electronic records are accurate and timely. Provides information and education for customers on pet breeds, characteristics, and county adoption policies and procedures to increase adoptions and match potential adopters with appropriate animals. Provide adoption counseling and process animal adoptions. Assists with the intake of animals from the public and field officers; including applicable paperwork, data entry, research of microchips, and processing. Maintains a comprehensive current knowledge of animal first aid, care and maintenance, zoonotic diseases, animal breed recognition, and breed characteristic behavior. Cleans and maintains shelter facilities, grounds, and equipment; mows/trims lawn, picks up trash, and waters plants, operates shelter cleaning equipment; maintains livestock and livestock area/pens. Work with and identify Pet Placement Partners, local animal shelters, and other animal welfare groups to transfer animals; Coordinate and work closely with foster families for short and long-term foster care. Supervises and performs the selection of animals for euthanasia and the euthanasia process. Ensures accompanying documentation and computer entries are correct and available. Ensures inventory of scheduled and non-scheduled drugs is accurate, documented and secured at all times. Maintains and monitors the inventory of equipment, supplies and materials to ensure availability; initiates requests for new and replacement equipment, supplies and materials. Tracks good received. Ensures that the inventory of animals is accurate and adjusted appropriately. Supervises the operation of equipment assigned to a section. Maintains files; analyzes animal population, visitation and other information in order to prepare records, reports, and documents relating to area of responsibility; prepares payroll information for review. Researches and resolves visitor inquiries/complaints. Educates the public in animal care matters both on and off site. Assists the public in finding lost animals. Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

MINIMUM QUALIFICATIONS

High school diploma or GED required; college degree preferred; three to five years of experience in customer relations, animal care management or staff supervision, first aid, and CPR; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Must successfully complete the requirements of related appropriate Animal Care Training Programs. Must possess and maintain the following certifications: Euthanasia, Crematory Operations and First Aid/CPR. Must have extensive organizational and communication skills, including public speaking skills. Fingerprinting required.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/collier/default.cfm> OR

EXAM #03103
 SENIOR ANIMAL CARE SPECIALIST

Senior Animal Care Specialist Supplemental Questionnaire

- * 1. Are you a current employee of Collier County BCC? (Please note: Employees of the Sheriff's Office, Clerk of Courts, Collier Schools, Tax Collector, Supervisor of Elections, Property Appraisers and Health Department are not considered employees of the BCC.)
 - Yes
 - No
- * 2. Do you possess a High School Diploma or GED equivalent?
 - Yes
 - No
- * 3. Do you have three years of related work experience in an animal shelter environment, including one-year supervisory experience?
 - Yes
 - No
- * 4. If you answered yes to the previous question, please summarize your experience.
- * 5. Are you willing to work in an environment with exposure to excessive heat or cold including airborne substances such as dust and pet dander?
 - Yes
 - No
- * 6. Can you lift a minimum of 40 pounds unassisted?
 - Yes
 - No
- * 7. Do you currently possess a valid Drivers License?
 - Yes
 - NO
- * 8. Are you willing to obtain and maintain state certification in Euthanasia Injection?
 - Yes
 - No
- * 9. Are you available to work weekends, holidays, and during times of declared emergencies, as needed?
 - Yes
 - No
- * Required Question