**City of Rock Springs**

**Job Description**

**POSITION TITLE:** Animal Control Administrative Assistant  **DEPARTMENT:** Animal Control

**SUPERVISOR:** Animal Control Supervisor

**GENERAL:**

The employee will support the City of Rock Springs mission *“To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth”.*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

# JOB SUMMARY:

Under direction, to perform a variety of highly responsible administrative duties in support of the assigned City department; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the assigned office; and to provide general information and assistance to staff and the general public. To issue animal tags and licenses; collect payments for impoundment fees, adoption fees, and animal licenses; maintain Animal Control records; enter required data into the computer; handle incoming telephone calls; and care for all animals confined at the Animal Control Shelter.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a variety of duties including, but not limited to:

1. Attend to and process administrative details not requiring the immediate attention of assigned staff members; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
2. Perform responsible administrative work involving the use of independent judgment and personal initiative; perform varied and responsible duties to assist in the processing and completion of administrative operations for assigned staff.
3. Serve as a resource and information source regarding department policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate source as necessary.
4. Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports; compose confidential correspondence, documents, and reports; maintain confidentiality of information.
5. Prepare information needed in administrative decisions and in facilitating the implementation of department policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.
6. Maintain detailed calendar of department activities and for assigned staff; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries.
7. Establish and maintain complete records and files including financial, accounts payable, budget, personnel, operational, and administrative records.
8. Coordinate, supervise, and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.
9. Assist in orienting and training of temporary staff as assigned by supervisor.
10. Participate and assist in the administration of the assigned office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.
11. Operate modern office machines, equipment and programs, including but not limited to, personal computer, Microsoft Office products, typewriters, printers, copiers, calculators, FAX machines and two-way radios.
12. Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.
13. Assist in the preparation and monitoring of department's budget including to secure purchase orders, process invoices, monitor account balances, and perform account transfers.
14. Maintain and account for limited office funds including petty cash fund.
15. Receive telephone calls; answer questions for the general public; dispatch Animal Control Officers.
16. Issue animal tags and licenses; accept payments for impoundment fees, adoption fees, and licenses.
17. Maintain detailed computer records of the facility’s daily, monthly, and yearly activities.
18. Feed and water all animals; observe and care for animals in the shelter; administer vaccinations and medications as needed; impound, release, and euthanize animals.
19. Clean dog kennels, cat room, quarantine/isolation room, euthanization room, administration office, reception area, wash/storage room, and public rest room.
20. Calculate and mix chemicals for disinfecting; clean yard and shovel snow to keep sidewalk ice free; clean equipment.
21. Maintain effective and positive relations with the public and other agencies.
22. Issue citations for violations of animal control and licensing ordinances.
23. Assist in the general operation of the animal control facility to maintain standards as required by public health laws.
24. Other duties as assigned by Supervisor.

**ABILITIES AND REQUIREMENTS**

Has the knowledge, skills and ability to:

1. Effectively utilize office management, accounting, bookkeeping, and principles and practices for evaluation of programs, policy, operational needs, fiscal, statistical, and administrative data collection and report preparation.
2. Use modern office procedures, methods, and equipment including computer equip­ment, applicable software programs and cash register.
3. Ability to work collaboratively and communicate clearly and effectively, both orally and in writing, with staff, City Officials, outside agencies and the general public.
4. Ability to utilize applicable spelling, vocabulary, grammar, and punctuation in business letter writing, record keeping, minute taking, and database applications.
5. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, vendors and the general public.
6. Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.
7. Interpret, apply, develop and respond to questions regarding pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
8. Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
9. Maintain confidential data and information.
10. Plan and organize work to meet schedules and timelines and the ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
11. Practice general principles, methods and techniques of animal handling, care, and nutrition.
12. Ability to work with animals of all types and sizes.
13. Understand and operate equipment, tools, and materials used in safe cleaning and maintenance of building and care of animals.
14. Ability to learn and apply methods and techniques of euthanasia, including required medical equipment.
15. Identify gender, breed, age, temperament, and health of animals to be able to recognize signs of disease.
16. Ability to assist with and/or perform impound and euthanize animals.
17. Operate a motor vehicle and ensure safe driving principles and practices.

**EXPERIENCE AND TRAINING**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of increasingly responsible administrative or related experience. Some experience in working with animals is desirable.

**Education:**

Equivalent to a high school diploma supplemented by specialized course work in office practices, management, business administration, veterinary medicine, or related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment. Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to heat, cold, noise, outdoors, chemicals, syringes, and needles; ability to travel to different sites and locations.

**ACKNOWLEDGEMENT:**

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee Date

Signature of Supervisor Date

Effective Date: **August 19, 2014**