

## **ANIMAL SHELTER FACILITY CARETAKER**

The City of Jefferson, Iowa (Pop. 4136) is accepting applications for permanent part-time Animal Shelter Facility Caretaker. Duties include inspecting and cleaning all animal holding stations, litter boxes, and animal runs in compliance with local and state animal ordinances, feeding and caring for animals, coordination with local police personnel for investigations and emergency situations, record maintenance, answering phones, data entry, general office duties, and other required duties. Building Inspector will be the direct supervisor. Starting wage of \$12.00 per hour. Candidates must be detail-oriented, be a self-starter, and have good organization and customer relations skills. Application and job description are available at City Hall, 220 N. Chestnut, Jefferson IA 50129, and [www.cityofjeffersoniowa.org](http://www.cityofjeffersoniowa.org). Deadline: 5:00 pm April 10<sup>th</sup> 2023. EOE.

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### **PURPOSE OF POSITION**

**General Statement of Duties:** The Animal Shelter Facility Caretaker is responsible for inspecting and cleaning all animal holding stations, litter boxes, and animal runs for compliance with local and state animal ordinances.

**Reports to:** The Animal Shelter Facility Caretaker shall be under the supervision of the City of Jefferson Building Inspector.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Cares for, feeds, and houses animals at the animal shelter; provides maintenance and upkeep for the facility.
2. Helps to maintain records and files of the animal holding facility and the animals housed therein, on an as-needed basis.
3. Assists with answering phones, customer service, collection of fees, invoicing, and general office duties.
4. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
5. Maintains contact with police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
6. Observes animals in custody for indication of disease.
7. Assists the public in claiming or obtaining animals from the facility with the assistance of members of PAWS and the police department.
8. Disposes of or assists in the disposal of animals, if necessary.
9. Receives animals at the facility; and maintains normal availability by telephone, as needed.
10. Other related duties as required.

### **QUALIFICATIONS FOR HIRE**

**Required Knowledge, Skills, and Abilities:** Ability to gain knowledge of State and City laws pertaining to the care, treatment, and impounding of animals. Knowledge of the various breeds of dogs and cats. Knowledge of how to handle animals properly and recognize common diseases. Able to operate and maintain facility and facility equipment. Ability to be courteous, diplomatic, and respectful when dealing with the community.

**Experience:** Animal care experience preferred.

