



214 South Love Lovington, NM 88260
575.396.2884

ANIMAL SHELTER ASSISTANT

Position Description

Department:	Animal Protection Services	Reports to (title):	Animal Protection Supervisor
Pay:	\$15 DOE	Effective Date:	Aug 31, 2023
Type of Position:	Part-time or Full-time		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

This is a part-time position that reports to the Animal Protection Services Supervisor, or designee. The Animal Shelter Assistant performs field and office work at the City's animal shelter to include animal licensing program, adoption program, collecting and accounting for fees. Perform shelter-cleaning duties, animal feeding, and other duties related to the maintenance of the Animal Shelter and the animals held at the shelter. Assist community education regarding the importance of licensing. Promote responsible pet ownership and pet population.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

All the following are to be performed while adhering to the Animal Protection Services Department Policy Manual, and City of Lovington operational policies, safety rules, and procedures.

- Record animals claimed, adopted, released, and impounded into computer system.
- Collection of fees and the issuance of licenses to animal owners and maintain related records.
- Balance and prepare deposits for revenue collected and maintain related records.
- Remain current on the rules and regulations governing the license process.
- Communicate with other agencies/departments to provide or obtain current animal licensing information.
- Answer incoming calls and return calls.
- Assist with supervision and training of volunteers.
- Perform brief assessment of animal health and temperament on arrival.
- Conduct a daily walk through to assess animal safety and well-being.
- Set up and house incoming animals, including wild cats when required.
- Proper feeding and grooming of all animals.
- Wash/disinfect dishes, litter pans, toys, and bedding.
- Disinfect all cages/ runs to include indoors and outside.
- Keep all animal areas clean, includes sweeping/mopping.

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- Remove animal waste products throughout the day.
- Proper use of equipment such as cleaning tools, disinfectant sprayer, ladders, and catch poles.
- Assist the public to locate lost pets, including the viewing of dead-on arrival (DOA's) as needed for identification; greet and accompany to areas of shelter housing stray animals.
- Vaccinate animals and administer prescribed medications.
- Restock supplies in all animal areas; maintain adequate supplies, including food, cleaning, and disinfectant supplies.
- Determine ownership of animals at large. File paperwork and cards.
- Access computer files as needed.
- Handle vicious animals or irate citizens, utilizing safety procedures and techniques.
- Perform related duties as assigned. Determine animals to be euthanized and communicate to assisting staff.
- Transport corpses to landfill for disposal.
- Perform census of sheltered animals.
- Monitor security of all cages.
- Store hoses.
- Secure dogs from inside to outside runs.
- Rinse drains to assure feces and disinfectant removal.
- Load truck with animals and /or trash as necessary
- Transport animals to airport or other facilities
- Transport, medical, intake paperwork as necessary
- Assist in surgery
- Educate on quality pet care, animal abuse, dog attacks and bites, animal shelters and animal control as an agency.
- Refer interview requests from media to Animal Protection Services Supervisor.
- Other specialized duties as may be assigned by the Animal Protection Services Supervisor, or designee.
- 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

MINIMUM QUALIFICATIONS REQUIRED

Experience	<ul style="list-style-type: none">• None
Education:	<ul style="list-style-type: none">• High school diploma or general education degree (ged)
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none">• A working knowledge of animal restraint, care techniques, and animal behavior.• Some skill in operating the tools and equipment listed below;<ol style="list-style-type: none">1. Ability to learn the applicable laws, ordinances, and policy, City of Lovington rules and regulations2. Ability to communicate effectively orally and in writing in English3. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public;4. Ability to exercise sound judgment in evaluating situations and in making decisions;5. Ability to follow verbal and written instructions;6. Ability to meet the special requirements listed below7. Tools and Equipment Used As Trained and/or Certified. Animal capture/transport equipment; hypodermic needle; drugs, cell phone; telephone; first aid equipment; calculator; gloves; food; blankets; clipboard; maps; fire extinguisher; animal stretcher;

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leashes; camera; computer including word processing software and specialized shelter software.

WORK ENVIRONMENT

**Environmental
Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. At those times, the employee is subject to the typical physical requirements and hazards encountered by animal shelter employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes or airborne particles, animal transmitted diseases, exposure to fractious, frightened, dangerous animals, mental and emotional stress from euthanasia, and continual contact with irate/emotional pet owners and victims. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

Physical demands:

The physical demands 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.

- **ENDURANCE-MOVINGABOUT:** Frequently. Occurs on every shift,
- **WALKING:** Frequently. Occurs on every shift. Move about on foot.
- **LIFTING/CARRYING:** Frequently. Lift by manually raising or lowering an objective from one level to another (including upward pulling), and or carry (transport) an object, usually holding it in the hands or arms or on the shoulder. Must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Also may endure physical stress.
- **CONTROLS:** Frequently: Use one or both arms and /or hands and/or both feet or legs to move controls on machinery or equipment.
- **CLIMBING/CRAWLING:** Occasionally
- **HANDLING:** Frequently: Seize, hold, grasp, turn, or otherwise work with the hand or hands and maintain physical control of tools and/or equipment.
- **TALKING:** Frequently: Express or exchange ideas by means of the spoken word to impart oral information to clients or the public. Convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **HEARING:** Frequently: Perceive the nature of sounds by the ear.
- **SEEING:** Frequently: Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. This includes peripheral vision, night vision, depth perception, and the ability to adjust focus.
- **MORE SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB:** Close vision for computer work; examining animals for injury, mites, etc.; locating vein for IV injections or to see pupil reflex to determine shock or death; distance vision to see and identify animals in motion, to distinguish species, breed type; color vision to distinguish color of animal, vehicle, collar, or tag; peripheral vision to identify animals while driving; to see and recognize behavioral signals of animals that indicate fear, aggressiveness, etc.; depth perception to judge size and distance; and the ability to adjust focus to distinguish color of animal and breed type.

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- **SMELLING:** Periodic: Obtain impressions through the nose of substances organic and chemical.
- **BALANCING:** Frequently: Maintain body equilibrium to prevent falling when walking, standing, crouching, or otherwise moving on dangerous or unstable surfaces.

Specialized Demands: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **MATHEMATICAL SKILLS:** Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals and/or use calculator effectively.

REASONING SKILLS: Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems involving several concrete variables in or from standardized situations.

Other condition of employment: Beyond the established and prescribed review and evaluation period, all positions with the Lovington Animal Protection Services Department and City of Lovington are terminable with the guidelines and Policy Manual for the Lovington Animal Protection Services Department and for the City Municipal Code, and Personnel Policies, and applicable laws.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **ANIMAL SHELTER ASSISTANT** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date