



**RUSSELL COUNTY VIRGINIA**  
**ANIMAL SHELTER TECHNICIAN**  
**JOB DESCRIPTION**

Under general supervision of the Animal Control Supervisor, performs routine and technical services relating to the maintenance, upkeep, and improvements of the animal shelter; health, welfare, and care of the animals at the shelter, respond to citizen complaints, and provide community customer services.

**DUTIES**

- Cleans kennels and surrounding work areas within the shelter in accordance with proper disease control requirements.
- Maintain a clean and healthy environment for the animals at the shelter following medical protocols as directed by the County Veterinarian and County Administrator. Ensures welfare and proper care of animals within the animal shelter is maintained in all phases of shelter operations.
- Provides information to the public by use of the telephone and in person regarding receiving and releasing animals, locating lost and found animals, adoption, and transfer of animals.
- Communicates all activities at the shelter and in the field to the Animal Control Officers regarding citizen complaints and animal disposition.
- With the approval of the supervisor, obtains purchase orders and order shelter supplies.
- Work in conjunction with Friends of Russell County Virginia Animal Shelter to implement "no-kill initiatives" Programs in Russell County to increase the County's "Save Rate" (e.g. transfer more dogs, adopt more dogs).
- Work in conjunction with FRCVAS on the County's Transfer Program by maintaining existing partnerships and creating new ones.
- Facilitate (in conjunction with FRCVAS volunteers) vetting requirements for animals being transferred and those being adopted locally.
- Photograph & video animals; perform temperament assessments on animals and respond to calls/emails/messages from transfer partners, as well as log and create appropriate paperwork
- Maintain and update shelter's Facebook site and promote good community relations.

- Assist in matching adopter with appropriate animals; ensure adopted dogs are spayed and neutered within 30 days (if not done prior to release of animal once adoption fee is begun).
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and twelve (12) months experience working with animals or in a field closely related to these duties, OR an equivalent combination of education and experience.
- Must have a valid Driver License; must be bondable.
- Must reside within the boundaries of County within one (1) year of appointment.

### Necessary Knowledge, Skills and Abilities

- Knowledge of laws and regulations of Federal, State, and County that are applicable to the animal control program; proper cleaning techniques for kennels; animal behavior and handling techniques; first aid for injured, sick or possibly contagious animals; animal nutrition; maintenance of equipment used in animal handling and shelter operation; animal segregation, isolation and handling; filing systems and computer terminal operations.
- Ability to relate both verbally and in written form to members of the public and the County; ability to work directly with emotional people; ability to confidently handle aggressive, vicious, or dangerous animals.

## **TOOLS & EQUIPMENT USED**

- Animal Shelter vehicle, animal equipment, first aid equipment and personal computer.

## **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.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions.
  
- The noise level in the work environment is usually moderate to high.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_