



**CITY OF WINNSBORO**

**JOB TITLE:** PART TIME ANIMAL SHELTER ASSISTANT

**DEPARTMENT:** ANIMAL SHELTER

**Part-time; Non-Exempt**

**GENERAL SUMMARY**

The Animal Shelter Assistant assists with enforcement of Winnsboro City Ordinances, shelter maintenance, animal care, apprehension, transportation, care for and disposing of stray and possibly rabid animals; and performing other duties as required.

**SUPERVISION**

The Animal Shelter Assistant works under direct supervision of the Animal Control Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Cleans Animal Shelter daily, including feeding, watering, and grooming animals; monitors animals for illness and disease and provides medications
- Provides customer assistance; maintains and updates files and assists with reports and computer entry
- Work in the field on patrol within the city in search of stray animals. Responds to calls regarding stray, injured animals; apprehends and transports animals to the animal shelter
- Maintains equipment and vehicle in good working condition
- Supports the relationship between the City of Winnsboro and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; and must have the ability to communicate authoritatively and courteously with the public
- Maintains confidentiality of work- related issues and city information
- Perform other duties as required or assigned
- Must be available to work every other weekend
- Must be available to be on call every other week, and be close enough to respond within 20-30 minutes after hours to a call

**OTHER ITEMS**

- Employee may be exposed to possible dangerous animals on a daily basis
- Employee must work in seasonal temperatures; exposed to extreme heat, cold, humidity, and precipitation
- Exposure to loud noises from animals, communicable diseases and rabies
- Must be able to bend, run, lift (50 lbs. and up) and crawl into small spaces. Physical demands are heavy. Must be able to restrain animals.
- Handle sensitive and confidential information & Maintain accurate, up to date records
- Respond to requests and inquiries from the general public; ability to explain federal and state rules and regulations as well as city ordinances, policies and procedures. Deal tactfully and courteously with the public at all times
- Work independently in the absence of supervision; able to follow and enforce verbal and written instructions and procedures

- Understand and follow oral and written instructions

### **EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES**

- High school diploma or GED equivalent

#### Training/Skills

- Must obtain Basic Animal Control Officer Certification from the Texas Animal Control Association within the first year of employment
- Must maintain a valid Class C Texas Driver's License
- Basic computer skills

**This job description is subject to change at any time. This is an at-will position without a definite duration or term of office.**

**This job is classified as Part Time - Non-exempt and employee will adhere to all City policies and procedures as set out in the Personnel Policy manual.**

**The City of Winnsboro is committed to compliance with the Americans with disabilities Act, and is an Equal Opportunity Employer.**

#### **Submitting an Application:**

Applicants must submit a completed City of Winnsboro application in order to be considered for this position. Resumes may be attached to the completed application, but not in lieu of one. If a resume is attached, all questions on the application must still be answered completely and accurately. To verify prior military experience, please include a copy of your DD-214 (Member 4) with your application. All answers are subject to verification. Applications are available at 501 S. Main St, Winnsboro, Texas. Applications may also be submitted in person at 501 S. Main St. Winnsboro Texas, or by email as an attachment to [apike@winnsborotexas.com](mailto:apike@winnsborotexas.com)