



## **Job Announcement Animal Care Supervisor**

The Placer SPCA is seeking to fill the position of Animal Care Supervisor. Under direct supervision of the Shelter Operations Manager, the primary responsibility of the Animal Care Supervisor is the oversight and supervision of the Placer SPCA animal care staff and operations. The Animal Care Supervisor supervises animal care technicians, ensures clean, safe, and organized environment for the animals in care, and assists with other shelter operations tasks as assigned.

About the Placer SPCA: Located in Roseville, California the Placer SPCA is an extremely progressive non-profit animal sheltering/animal welfare organization providing quality care to as many as 4,000 animals every year. The SPCA is growing and we are currently building a new companion animal care center scheduled to open in the fall of 2017.

Resumes along with a PSPCA job application should be sent to:

Placer SPCA

150 Corporation Yard Road

Roseville, CA 95678

or email [katem@placerspca.org](mailto:katem@placerspca.org) or fax 916-782-8655.

*PLEASE: No phone calls or drop-by visits. Email or fax only. Thank you.*

## Job Description – Placer SPCA

<b>JOB TITLE:</b>	Animal Care Supervisor
<b>DEPARTMENT:</b>	Shelter Operations
<b>ACCOUNTABILITY:</b>	Shelter Operations Manager
<b>FUNCTION:</b>	Under direct supervision of the Shelter Operations Manager, the primary responsibility of the Animal Care Supervisor is the oversight and supervision of the Placer SPCA animal care staff and operations. Supervises animal care technicians, ensures clean, safe, and organized environment for the animals in care, and assists with other shelter operations tasks as assigned.

### Duties & Responsibilities:

1. Responsible for accurate record-entry including data entry into animal database. Ensures all animal care staff are properly trained to use the animal database \*
2. Supervises animal care staff to include recommendations for hiring and firing, gives disciplinary actions, prepares and assist in conducting performance appraisals, and provides training, motivation and instruction for new staff members.. \*
3. Ensures clean, safe, and organized environment for in care animals. Responsibilities include scheduling staff for care, assisting with development and implementation of procedural changes, enforcement of current procedures, and training on any new chemicals or materials used in the care of the animals and their environment. \*
4. Ensures that humane care and proper attention is provided to all animals, including situations of restraining animals using low stress techniques, appropriate treatments, and exercise for animals.\*
5. Assists with daily kennel activities as needed and assigned. \*
6. Properly identifies all animals and ability to maintain proper paperwork that is associated with all shelter operational programs.\*
7. Receives and discharges animals.\*
8. Assists with behavior assessments for both dog and cats. \*
9. Assists Shelter Operations Manager in conducting departmental meetings on a regular basis and acts as liaison with other department managers and coordinators in appropriate situations. \*
10. Assists with animal transfers to and from other organizations and/or agencies as assigned and directed. \*
11. Assists Foster Coordinator to assure seven day coverage for foster program. \*
12. Provides leadership in the absence of the Shelter Operations Manager. \*
13. Has access to controlled substances in order to assist and performs (after appropriate training) euthanasia of animals by injection as required.\*
14. Assists in tours, lectures, public education programs, special events and fund raising activities as needed.
15. Overtime as required.\*

16. Performs all duties in the prescribed manner and assures the safety of oneself and others.\*
17. Ensures safety guidelines and procedures are followed as well as assisting on training staff on safety.
18. Responsibly communicates principles that convey and impart an understanding of the policies and procedures of the SPCA to the public.\*
19. Treats animals humanely, with compassion and concern both on and off the job, and transmits these values to others.\*
20. Assists with shelter operational volunteer training and management. \*
21. Provides accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful and tactful manner.\*
22. Regular and timely attendance. Weekend days will be required on a regular basis, typically a Sunday to Thursday\*
23. Acquires knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.\*
24. Participates in the dispositioning of animals for adoption/reclaim/euthanasia on a daily basis and according to shelter procedures.
25. This job description is not intended to be all inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.

**\*-Essential Job Functions**

**QUALIFICATIONS:**

1. Must be 18 years or older.
2. High school graduate or GED equivalent.
3. Prefer three or more years' experience in an animal shelter setting, with a good understanding of the day to day activities as it relates to shelter operations.
4. Ability to read, write, speak, spell and understand English at a level commensurate with professional job performance and to interpret safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
5. Valid California driver's license with a good driving history.
6. Must submit to a background check and have no felony alcohol or drug related convictions.
7. Ability to communicate with the public and co-workers in a professional, pleasant, courteous, tactful, and effective manner at all times.
8. Must be able to work independently and be self-motivated.
9. Must be in good physical and mental health and have the ability to perform prolonged strenuous physical activity, including lifting and carrying animals weighing up to 50 pounds for short distances with the help of fellow employees.
10. Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems and disease symptoms, in addition to handling techniques is preferred but not required.
11. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.

WORKING CONDITIONS:

1. Starting salary TBD per hour with incremental merit adjustments consistent with current shelter policy.
2. Full-time work week as scheduled, including weekends and holidays.
3. Compliance with current PSPCA Employee Policy Manual.
4. Be able to deal with an often times emotion-charged public and carry a fast paced and changing workload which at times can be stressful.
5. By the nature of the job there is occasional exposure to dead, sick, injured, unruly, vicious and/or dangerous animals; in addition to exposure to parasites and infectious diseases.
6. Employees in this position will work with or around the following chemicals: bleach, accelerated hydrogen peroxide, alcohol, trifectant, formalin, sodium dichloroisyanurate, and will perform the administration of prescribed veterinary medications.
7. Willingness to attend training programs to upgrade skill levels.
8. Commitment to attend weekly staff meetings and to be a contributor.
9. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel and crouch.

The Placer SPCA is an equal opportunity employer.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications, as described above, for the Animal Care Supervisor position, and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Employee Acknowledgement