

## **Job Description – Placer SPCA**

JOB TITLE:	Shelter Operations Supervisor – Animal Focus
DEPARTMENT:	Shelter Operations
ACCOUNTABILITY:	Shelter Operations Manager – Animal Focus/ COO
FUNCTION:	Under direct supervision of the Shelter Operations Manager – Animal Focus, the primary responsibility of the Shelter Operations Supervisor is the oversight and supervision of the Placer SPCA animal care staff and operations.

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### **Duties & Responsibilities:**

1. Act as a role model and mentor for animal care staff. Provide supervision of animal care staff and make recommendations for hiring. Participate with staff performance improvement plans, disciplinary actions, and performance appraisals. \*
2. Responsible for accurate record-entry including data entry into animal database. Ensure all animal care staff are properly trained to use the animal database \*
3. Ensure clean, safe, and organized environment for all in care animals. Provide daily cleaning routine instruction to animal care staff as assigned. Assist with daily cleaning and animal care routine activities as needed and assigned \*
4. Assist 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. \*
5. Ensure that humane care and proper attention is provided to all animals, with the animals five freedoms in mind, including situations involving the restraint and handling of animals using low stress techniques, appropriate treatments, and exercise for animals. \*
6. Properly identify all animals and ability to maintain proper paperwork that is associated with all shelter operational programs. \*
7. Receive and ensure proper intake procedures are completed including initial intake examinations for all animals. \*
8. Assist with behavior assessments, and implementation of behavior intervention plans for both dog and cats as needed and assigned. \*
9. Implement and ensure approved specie specific behavioral enrichment is incorporated into daily animal care routines. Ensure all animal care staff utilize WAGS training for all dogs. \*
10. Assist with foster routine and coverage as assigned and needed. \*
11. Assist Shelter Operations Manager in conducting departmental meetings on a regular basis and act as a liaison with other department managers and supervisors in appropriate situations. \*
12. Assist with animal transfers to and from other organizations and/or agencies as assigned and directed, as well as internal transfers between PSPCA facilities. \*

13. Assist with Pet Food Pantry as assigned \*
14. Provide leadership in the absence of the Shelter Operations Manager(s) and perform opening and closing routines as assigned and participation in daily rounds when needed. \*
15. Perform (after appropriate & required training and obtaining proper permit) euthanasia of animals by injection as required. \*
16. Assist in tours, lectures, public education programs, special events and fund-raising activities as needed. \*
17. Perform all duties in the prescribed professional manner and assures the safety of oneself and others. Ensure safety guidelines and procedures are followed as well as assisting on training staff on safety. \*
18. Treat animals humanely, with compassion and concern both on and off the job, and transmits these values to others. \*
19. Assist with shelter operational volunteer training and management. \*
20. Provide accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful and tactful manner. Responsibly communicate principles that convey and impart an understanding of the policies and procedures of the SPCA to the public. \*
21. Regular and timely attendance. Weekend days will be required on a regular basis. Overtime required as scheduled or needed. \*
22. Participate in the disposition of animals for adoption/reclaim/euthanasia daily and according to shelter policy and procedures. \*
23. 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. Prefer at least one year of work experience in a supervisory role.
5. Either have or able to become Fear Free certified within three months of hire date.
6. 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.
7. Valid California drivers license with a good driving history.
8. Must submit to a background check and have no felony alcohol or drug related convictions, or any other conviction that would prevent obtaining a Veterinary Assistant Controlled Substance Permit.

9. Ability to communicate with the public and co-workers in a professional, pleasant, courteous, tactful, and effective manner at all times.
10. Must be able to work independently and be self-motivated.
11. 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.
12. 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.
13. Must be available to work, as assigned, at Adoption, Intake, and Auburn Centers.
14. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.

WORKING CONDITIONS:

1. Starting salary range: \$19.13-\$20.30/hr. dependent on applicable work experience.
2. Incremental merit adjustments consistent with current shelter policy.
3. Full-time work week as scheduled, including weekends and holidays.
4. Compliance with current PSPCA Employee Policy Manual.
5. 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.
6. 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.
7. Employees in this position will work with or around the following chemicals: bleach, accelerated hydrogen peroxide, alcohol, Trifectant, formalin, sodium dichloroisoyanurate, and will perform the administration of prescribed veterinary medications.
8. Willingness to attend training programs to upgrade skill levels.
9. Commitment to attend weekly staff meetings and to be a contributor.
10. 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.
11. Overall salary range for this position is: \$19.13-\$25.73/hr.

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: \_\_\_\_\_

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Employee Acknowledgement