

## **SENIOR KENNEL PERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the care and disposition of animals brought to the dog shelter and the maintenance of the premises, including cleaning, as required. The work of this class is distinguished from the Kennel Person by the greater complexity of tasks, the responsibility for acting as lead worker, and the exercise of independent judgment in carrying out the work performed. Supervision of others is not a responsibility of employees in this class. Work is performed under the direction of a higher-level supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Feeds, waters, and cares for animals daily;  
Cleans cages and premises;  
Assist veterinarian in animal vaccinations;  
Assist veterinarian in euthanizing of animals;  
Assists the public in redeeming and adopting dogs as well as with all related procedures and inquiries;  
Answers the telephone and gives out routine information;  
Prepares and maintains records and reports on all dogs admitted to the Shelter as required by Law;  
Prepares and coordinates education programs with schools, visiting programs with senior citizen facilities and on-site group tours;  
Writes receipts for sales of animals and assist with reports;  
Maintains the Shelter's supply inventory recognizing needs and implementing purchases.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the habits of animal pets;  
Good knowledge of dogs, including their care and feeding;  
Ability to drive light automotive equipment; Ability to write legibly;  
Ability to get along well with the public;  
Willingness to perform work requiring physical effort;  
Willingness to be exposed to disagreeable odors and noise;  
Willingness to perform work with risk of injury from animals requiring adherence to safety precautions;  
Good judgement;  
Tact;  
General concern for the health and well being of animals.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from high school or possession of an equivalency diploma and one year of experience caring for dogs at a licensed animal shelter/kennel or veterinarian clinic.

**NOTE:** Volunteer experience caring for dogs at a licensed animal shelter/kennel or veterinarian clinic will be considered acceptable experience, however, volunteer time will be pro-rated.