



## St. Bernard Parish, Louisiana

### Classification Specification

# KENNEL MANAGER

## Purpose of Classification:

The purpose of this classification is to supervise kennel staff, oversee health and maintenance of shelter animals, and perform the duties of Animal Control Officer, which requires going out on field calls to both during and after regular business hours.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Provides animal healthcare and maintenance: Performs animal intake evaluation including aging, administering shots, scanning for micro-chips, deworming, and assigning appropriate kennel; performs shelter animals overall health evaluation including blood testing for heart worms, skin scraps, and fecal floats; administers meds as prescribed by shelter vet, communicating with shelter vet for appropriate medical care; performs micro-chipping of animals, grooming, behavior assessments, scheduling for spay/neuter surgeries of shelter animals, daily health assessments, and administering heart worm preventative; assists shelter vet when needed; assists and advises in euthanasia decisions as needed; assists euthanasia tech in euthanasia as needed; plans for rabies drives; drives for animal transports to out of parish or out of state shelters; contacts rescues as needed

Determines kennel assistant assignments: Delegates daily assignments to kennel assistants; Provides kennel assistant training as needed; oversees performance of kennel assistants; trains in proper animal holds and tactics; schedules staff for holidays, vacations, and sick time

Conducts ACO (Animal Control Officer) field calls: Trains other Animal Control Officers to perform their job duties; acts as Animal Control Officer; teaches tactics, holds, and animal capture; responds to calls on wildlife, capture, and transport of such; enforces Animal Control ordinances

Screens potential adopters: Determines adoptability of shelter animals; evaluates health records for accuracy on vaccinations and tests; screening potential adopters

Oversees kennel maintenance and surgery maintenance: Repairs and daily maintenance of kennels; oversees maintenance of surgery, cleans and sterilizes of instruments using the autoclave; maintains inventory of supplies stocked in surgery room

### **Additional Functions:**

Performs other related duties as required.

### **Minimum Qualifications:**

High School Diploma or GED required; supplemented by vocational or technical training as an Animal Control Officer, veterinarian technician, kennel assistant, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Louisiana driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a kennel truck, autoclave and anesthesia equipment.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as wetness, humidity, rain, temperature and noise extremes, hazardous materials, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, or pathogenic substances.

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*