



Ketchikan Gateway Borough

1900 1st Avenue, Ketchikan, Alaska 99901 ♦ (907) 228-6625 Telephone ♦ (907) 228-6684 Fax

OFFICE OF THE BOROUGH MANAGER

POSITION VACANCY

SHELTER OFFICER ANIMAL PROTECTION

SHELTER OFFICER - \$15.70-\$17.17/hr. Responsible for the feeding and cleaning of the animals and maintaining department records, managing office, dispatching and assigning service calls to field officers, and working with pet owners, the general public and other governmental agencies in the protection of the welfare of domestic animals in the Borough. Serves as Field Officer when needed and so directed. For more information contact (907) 228-6625 or go to www.kgbak.us for complete job description. A Borough application form must be received by the Manager's Office to be considered for this position. The KGB is an Equal Opportunity Employer.

Posted – January 6, 2012

Open Until – Filled

SHELTER OFFICER

- Collect fees in accordance with Assembly direction.
- Work with general public by explaining Borough policies and procedures. Deal professionally with irate citizens as occasions arise.
- Evaluate condition of animals in shelter and make recommendations regarding adoption, medical treatment or euthanasia.

ADDITIONAL JOB DUTIES:

- Provide instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- In the absence of the Director, serve as Acting Director of Animal Protection when assigned.
- Act as Field Officer when needed.
- Perform additional job-related duties as assigned by the Director of Animal Protection.

PHYSICAL ACTIVITIES INCLUDE:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to seventy-five (75) pounds.

Use of medications, cleaning solutions and other chemicals in accordance with departmental standard operating procedures.

Working on personal computer. Controlling animals, including large animals over 75 pounds in weight. Driving vehicle. Dispatching and reporting over FCC licensed radio system.

LICENSES:

Valid State of Alaska driver's license with a driving record acceptable to the Borough's insurance carrier.

QUALIFICATIONS:

Knowledge of animal control regulations, animal handling techniques animal first aid, personal computers and word processing programs.

SHELTER OFFICER

Ability to work around sick and injured animals and under stressful situations, care for and treat animals in a humane manner, read, understand and interpret animal protection ordinances, and carry out oral and written instructions. Willingness to perform various job related duties as situations require, a strong sense of teamwork and an ability to work cooperatively with others.

EDUCATION AND EXPERIENCE:

High school graduate or GED equivalent.

One (1) year experience as Animal Protection trainee or two (2) years of experience in the care and treatment of animals. One (1) year general office experience. Experience should include direct contact with animals and with the general public.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.