

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Adoption Assistant</b>	Department:	Animal Care and Control
Requisition Number:	2018155		
Hours:	28 hours per week, may vary	Rate of Pay:	\$12.8915 per hour
Date Posted Up:	5-31-18	Date Posted Down:	Until filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the Animal Care/Adoption Supervisor, incumbent performs routine manual tasks that are essential to maintain the standards and functioning of the Adoption Center. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assists with duties related to the care of adoption animals housed at the shelter including sanitation, medical care, bathing, and other needs as required;
- Maintains paperwork for pre/post adoptions, spay-neuter, and other as needed;
- Works in the computer format of “Chameleon” frequently to maintain adoptive processing;
- Works with other staff and volunteers in community outreach programming including foster care, off-site adoptions, rescue programming and special events;
- Assists with the training of other staff and volunteers in the program;
- Handles all species of adoption animals in a humane manner as dictated by departmental regulations;
- Assists other shelter staff in giving tours of the shelter;
- Performs duties as an adoption counselor to include, but not limited to, taking applications, counseling, and answering questions from the public, processing applications, making arrangements for animal processing as necessary;
- Is required to maintain the full business functioning of the adoption office in the absence of the adoption supervisor;
- Responsible for animal adoptions during weekend events including working with and assisting other staff members and volunteers, assisting the public with questions, mediating difficulties, and is responsible for adoption approvals;
- Responsible for all duties related to the care of adoptions animals housed at the shelter including sanitation, medical care, bathing, and other needs as required during the weekend event.
- Is required to maintain the full functioning of the adoption office during the weekend event including responsibility of all money and receipts for that day;
- Maintains pre-event communication with Adoption Supervisor and Volunteer Coordinator to ensure complete staffing/volunteer coverage for the event;
- Loads and unloads supplies used by adoption center as necessary;
- Contacts supervisor as questions on procedures arise

**MARGINAL FUNCTIONS**

Performs any and all other duties as required.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

The position directly supervises all volunteers involved with weekend events.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or general education degree (GED);
- One year experience in an animal related profession;
- Ability to read and follow instructions, perform basic computer tasks, and perform simple math;
- Ability to handle adoption animals in a humane manner in accordance with departmental regulations and animal treatment;
- Ability to learn and understand general aspects of animal behavior in order to properly evaluate animals in the adoption program;
- Ability to maintain a high standard of customer service and apply skills of conflict resolution when necessary;
- Ability to learn, understand, and apply general procedures as they relate to medical care and treatment of adoption animals;
- Ability to maintain a good public image and assist the public with inquiries, counseling and making decisions as necessary in regards to placement of animals in homes.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Incumbent is responsible for following departmental procedures and regulations when performing required duties. Incumbent has little opportunity to make policy choices when carrying out routine assignments but analysis and judgment are required when assisting the public. Work may be reviewed for quality and completeness at critical phases and upon completion.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License if a City vehicle is used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; stoop, kneel, crouch, twist, bend, climb, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent has frequent exposure to animal related hazards. High stress may occur due to attachments made in caring for shelter animals with the knowledge of possible euthanasia of these animals. The position requires continual physical activity including lifting and carrying large animals.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.