

TITLE: KENNEL TECHNICIAN – CLINICAL SPECIALIST

{Re-titled from 07-20-21 Commission-approved, but never staffed, Kennel Technician Level II. Personnel Board re-evaluated and approved 01-21-26. Commission Approved 02-10-26.

DEPARTMENT: Animal Control & Shelter

JOB SUMMARY:

Identifies needs and provides vaccines/medications, first aid and minor medical treatments. Plans and administers dietary needs, performs euthanasia and provides on-call medical emergency support. Performs duties of Kennel Technician. Responsible for intake of impounded animals, including the care and handling of those animals, kennel maintenance and work with part-time or temporary labor working at the shelter. Reports to the Animal Control & Shelter Manager.

MAJOR DUTIES:

- Identifies shelter needs and orders, identifies individual animal needs and administers medications and vaccines.
- Provides first aid for needs including cuts, scrapes, rashes, burns and infections.
- Provides medical treatments including sutures and splinting broken bones.
- Conducts dietary planning and administration for breed and individual animal need.
- Performs euthanasia of animals and disposal of carcasses.
- Remains “on call” for emergency medical telephone consultation and/or hands-on treatment.
- Maintains compliance with Alabama State Board of Veterinary Medical Examiners requirements.
- Guides and serves as a knowledge resource for Kennel Technicians and other Control/Shelter personnel.
- Must be available to work some weekends and/or holidays as scheduled.
- Conducts duties of the Kennel Technician as needed:
 - o Cleans and maintains kennel area of Animal Shelter facility in such a manner as to provide an odor-free and low-stress environment for the animals.
 - o Feeds/water and provides daily care for all the animals in the County’s care.

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- Handles and controls impounded animals. This includes difficult-to-handle and potentially dangerous animals.
- Reports to the Animal Control and Shelter Manager any potentially behavioral problems involving the animals in the County's care.
- Maintains up to date records of animal locations in kennels.
- Performs light cleaning of offices, emptying trash, mopping of floors and cleaning of restrooms.
- Performs light facility maintenance and yard maintenance.
- Assists with euthanasia of animals and disposal of carcasses.
- Assist other staff members on occasion with such tasks as helping restrain an animal, helping clients with animals, etc.
- Able to apply and utilize PSE (personal safety equipment) in the performance of the job.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of Shelter, breed and individual animal needs and appropriate administration of vaccines and medications.
- Knowledge of animal first aid for cuts, scrapes, rashes, burns and infections and medical treatments including sutures and splinting broken bones.
- Knowledge of animal dietary planning and administration for breeds and individual animals.
- Knowledge and state certification to conduct euthanasia of animals and disposal of carcasses.
- Knowledge of Alabama State Board of Veterinary Medical Examiners requirements.
- Knowledge and skill of Veterinary Assistant certification program preferred.

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- Knowledge required by the Kennel Technician:
 - o Knowledge of animal control tools, techniques, and procedures.
 - o Knowledge of county and departmental policies and procedures.
 - o Knowledge of animal handling skills, animal behavior, and animal care.
 - o Skill in the use of computers, related peripherals, and job-related software programs. Skill in oral and written communication.

SUPERVISORY CONTROLS: The Animal Control and Shelter Manager assigns work in terms of general instructions. The supervisor spot-checks in-process and completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Alabama State Board of Veterinary Medical Examiners requirements, other state and local laws and ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of primarily identifying and administering medical and dietary needs for the well-being of unwanted animals impounded in the Animal Shelter. The work also includes related animal control duties. Aggressive animals contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to identify, deliver the appropriate medical care and dietary planning for animals housed at the Animal Shelter. Performing euthanasia is another important function of this position. The purpose of this position also is to enforce animal control ordinances. Successful performance results in the safe and humane care and control of animals.

PERSONAL CONTACTS: Contacts are typically with co-workers, veterinarians, veterinary medical professionals, deputy sheriffs, police officers, lawyers, judges, elected and appointed officials, other local government personnel, members of community service organizations, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

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PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, an animal shelter, and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Under guidance of the Animal Control and Shelter Manager, (and/or Assistant Shelter Manager & Animal Control Officer) incumbent may serve in a back-up supervisory role.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems.
- Sufficient experience to understand the basic principles relevant to the major duties of the position and a minimum of two years of experience working with animals and providing medical care is desirable; or equivalent combination of education and experience.
- Ability to read and comprehend animal care and medical instructions, short correspondence, memos and the ability to write simple correspondences.
- Ability to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.