



*The City of Hesperia
is hiring for*

**PART-TIME
ANIMAL CARE TECHNICIAN**

\$18.30 per hour

Not to exceed 960 working hours per fiscal year

FINAL FILING DATE:
FRIDAY, JANUARY 26, 2018 AT 4:30 P.M.

The Part-time Animal Care Technician will care for impounded animals by providing food, water and comfort in a humane and compassionate manner; clean and maintain individual animal runs, cages, and animal care facilities; closely observe animal behavior and appearance to identify sick or injured animals. In addition, the incumbent will accept animals turned in by the public and complete and maintain paperwork, logs, and records; assist the public with adoption of animals or answering questions; perform and/or assist with the euthanasia of animals; will be required to participate with the City's adjusted workweek schedule; and perform other duties as required and necessary for this job.

QUALIFICATIONS

Requires six (6) months experience in an animal care environment involving care, handling, and sheltering of animals or the performance of related work and a High School Diploma or GED; or any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance.

License or Certificate: Certification and training in the euthanasia of animals by injection is highly desirable. Possession of a valid class "C" California driver's license is required.

♦ **MUST SUCCESSFULLY COMPLETE AN APPROVED COURSE AND OBTAIN A CERTIFICATE FOR EUTHANIZING ANIMALS BY INJECTION ISSUED BY THE STATE OF CALIFORNIA WITHIN THE FIRST TWELVE (12) MONTHS OF EMPLOYMENT**

Knowledge of: Various breeds of dogs, cats, and other domestic animals and the safe efficient methods of handling domestic and wild animals; common animal injuries, diseases and methods of control; occupational hazards and standard safety practices.

Ability to: Establish and maintain effective working relationships; read and understand policies and procedures; recognize normal and abnormal animal behavior; communicate clearly and concisely, both verbally and in writing; analyze situations carefully and adopt effective courses of action; meet appropriate physical demands necessary for adequate job performance; work independently; understand and follow instructions.

Working conditions: Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, crawling, lifting, stepping up and jumping over physical barriers, running or walking from one location to another in the performance of daily duties. The position also requires both near and far vision when performing animal care functions, operating assigned equipment, and reading written reports and other work related documents. Acute hearing is required when providing phone service and communicating in person. The noise level in the work environment is usually moderate when indoors and moderate to loud when in animal shelter facility and outdoors. The need to lift, carry, push, and pull animals, equipment and supplies weighing up to 100 pounds is required. When working outdoors, the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The incumbent may use cleaning chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent may be exposed to blood-borne pathogens while using hypodermic needles on animals; animal scratches and bites; fumes, pungent odors, gases, chemicals, pollens, and other airborne irritants. The nature of the work also requires the incumbent to handle potentially dangerous large livestock and various wild, aggressive and biting animals (bats, snakes, bobcats, etc.), drive motorized vehicles, and often work with constant interruptions. Position also includes regular exposure to various zoonotic diseases.

SELECTION PROCESS: All interested applicants are required to submit an original City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail or a conversion 40%-60%, etc.). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

APPLICATIONS AVAILABLE: City of Hesperia, 9700 Seventh Avenue, Hesperia, CA 92345, on the City's website at www.cityofhesperia.us or call the City of Hesperia Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS WILL NOT BE ACCEPTED

RECRUITMENT DSAC - 18-1-002 1/11/2018

SPECIAL EMPLOYMENT CONDITIONS (PART-TIME)

All part-time/hourly employees are considered at-will and receive the following benefit:

- Sick leave (24 hours per year—eligible for use on the 90th day of employment)
- Required to participate in the Medicare and Social Security programs

ADJUSTED WORKWEEK SCHEDULE

Management is authorized to change normal work schedules for new employees to include closed Fridays, Saturdays, and potentially Sundays to serve the customer service needs of the City and save overtime costs. Reasonable notice of two weeks must be provided unless the normal work schedule change is mutually agreed to by the supervisor and employee.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 166, city departments include: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street Division and Water Division), and Economic Development. The City contracts for its Police and Fire services from the County of San Bernardino.

ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

There is a no smoking policy in effect within City offices and vehicles.

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS
ARE ENCOURAGED TO APPLY
THE CITY OF HESPERIA IS A DRUG-FREE WORKPLACE**

