

City of Hesperia
Open/Competitive Opportunity

ANIMAL SERVICES SPECIALIST

\$5,375 - \$6,554 per month

FINAL FILING DATE: APRIL 25, 2022 AT 5:30 P.M.

Duties: As the Animal Services Specialist in a Non-Represented position, you will be responsible for supervising shelter operations, services, and staff. You will assist with managing the adoption program including, Rescue Groups and Foster programs, serving as a liaison between those groups and the shelter. You will also develop, implement and present the shelter's social media strategy and organize events, classes, and services for the general public. You will assist in recommending, creating, and implementing animal care and shelter service goals and objectives, grant writing, fundraising, policies, procedures manuals, and budget preparation. In addition, as Animal Services Specialist, you will perform the more complex and challenging customer service duties, responding to the most difficult customer service concerns. You will develop schedules and coordinate with supervisors to implement staff work schedules and methods for performing assigned tasks for shelter services. This assignment may include working weekends, holidays, nights, and rotating shifts.

Qualifications: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Animal Services Specialist. A typical way of obtaining the required qualifications is to possess the equivalent of a Bachelor's degree from an accredited college or university in public or business administration, animal science or related field, three (3) years of increasingly responsible experience with process or project management including some lead supervisory experience, and one (1) year experience in an animal care environment and/or the performance of related work and a High School diploma or GED. The study of animal science or closely related field courses is desirable.

- ✓ **Must complete an approved course and obtain a certificate for euthanizing animals by injection issued by the State of California within the first year of employment.**

Please visit the Employment page at <http://www.cityofhesperia.us/660/Job-Classifications> to view full job description and expanded list of qualifications.

Fringe Benefits:

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – up to \$1,324 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- Administrative Leave 55 hours per fiscal year
- 12 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (2% of salary – City paid)
- 457(b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees)
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website at <http://www.cityofhesperia.us/266/Employment-Opportunities>.