Open/Competitive Opportunity

ANIMAL SERVICES COORDINATOR

$4334 - $5285 per month

FINAL FILING DATE: THURSDAY, MARCH 12, 2020 AT 5:30 P.M.

Duties: The Animal Service Coordinator is a non-represented position and will be responsible for the supervision of shelter operations and staff and insuring the proper care and treatment of all animals in the City’s care. Performs, oversees, and assists in the training of shelter staff and the care of impounded animals, cleaning and maintaining animal care facilities and monitoring, administering, safeguarding medicines and controlled substances, and assisting with euthanization. Assists with managing the Rescue Group and Foster programs; assists with resolving problems and addressing dissatisfaction. Participates in budget preparation and administration; prepares cost estimates for budget recommendations and submits justifications; monitors and controls expenditures; prepares requisitions. Assists the public with adoption of animals and responds to inquiries and/or complaints either in writing and/or verbally; assists and oversees the coordination and scheduling of the animal adoption program activities both in-house and off site and assists in the recommendation, creation, preparation and implementation of animal care and shelter services goals and objectives, grant writing, fundraising, policies, procedures and/or manuals. Performs other required duties as necessary.

Qualifications: A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible experience including some lead supervisory experience, in an animal care environment involving care, handling, and sheltering of animals 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 be a Registered Veterinary Technician in the State of California, possess certification and training in the euthanization of animals by injection and possess, or the ability to obtain, a valid class “C” California driver’s license.

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 6.25% (normal cost) of annual salary)
· Health Benefits – up to $1113 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 (1) times annual salary)
· Short Term and Long Term Disability Insurance participation required
· Vacation (80 hours accrued during first year)
· 12 holidays
· Sick leave (96 hours per year)
· 401(a) Deferred Compensation Plan (1% of salary—City paid)
· IRS 125 Plan Flexible Spending Accounts
· Employee Assistance Program available
· Tuition Reimbursement Program (Up to $3,000 per fiscal year available for eligible employees)
· 457 (b) Deferred Compensation Program available
· 9/80 Work Schedule/Adjusted Workweek Schedule participation required
· The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

To Apply: Interested applicants are required to submit a 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%). 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.

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 www.cityofhesperia.us.

Please visit the Employment page at www.cityofhesperia.us to view full job description and expanded list of qualifications.