

Market Range Detail - Animal Shelter Technician Lead

Effective Date

August 15, 2016

Market Range Title Description

To lead the Animal Shelter Technicians in the performance of their duties; perform animal care operations including animal receipt, custody, care, euthanasia, and disposal, shelter maintenance and related work to promote the health, safety, and welfare of people and pets in Maricopa County.

Direct, guide, and coach Animal Shelter Technicians and community service workers, volunteers and inmates. Develop and present training to Animal Care Technicians and Animal Health Technicians as procedures are updated or developed. Monitor safety practices and ensure safety procedures are in place and observed in accordance with Federal, State, and County regulations or policies. Prepare and monitor staff schedules to ensure proper coverage. Keep current and complete inventories of all necessary supplies including controlled substances. Maintain other records and files. Receive animals into shelter, check impounded animals for microchip identification or tags, attempt to notify owners, and confine animals in cages. Identify and isolate dangerous and/or ill animals. Takes photos of animals upon intake and uploads those photos into the computer system. Accurately identify breed and gender of animals received. Clean and disinfect animal enclosures, cages, equipment, walkways, vehicles, and work areas. Feed and care for dogs and cats and other species as needs arise. Handle and move animals from one shelter area or facility to another. Perform humane euthanasia and dispose of animals according to department protocols. May be required to perform epidemiology in accordance with department protocol. Makes minor repairs to shelter facilities. Release impounded animals to owners. Answer inquiries about lost or found pets. Assists in selecting appropriate animals for adoption. Perform adopter-to-animal and animal-to-animal interactions. Assist veterinarians with vaccinations. May perform animal behavior evaluations. May coordinate or participate in the transfer of animals to New Hope partners and/or foster homes as well as other humane agencies. Sells licenses to the public and updates records accordingly. Update computer files when receiving, adopting, returning, transferring or euthanizing animals; keeps simple records. Provide courteous, high quality service to members of the public by responding to requests for service or appropriate referral. Run daily reports including but not limited to cash balancing, jurisdictions, kennel verification, kennel inventory, field and owner intakes, adoptions, due outs, fees by type, hold and notifies, missing animals and other auditing reports.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$15.00	\$19.43	\$23.85

Likely Minimum Qualifications

- High School Diploma or GED.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- High School Diploma or GED; Two (2) years working with domestic animals in a veterinary hospital, animal control, humane society, or other animal facility.

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.