

TITLE: OFFICE MANAGER- Part time

DEPARTMENT: ANIMAL CONTROL

IMMEDIATE SUPERVISOR: ANIMAL CONTROL OFFICER

SPECIFIC JOB RESPONSIBILITIES:

1. Will process adoptions, reclaims, licenses, license renewals and other administrative duties as instructed, this will require the handling of cash, checks and making change
2. Make weekly deposits and turn in paperwork to City Hall
3. Custodial and kennel duties as needed
4. Provide daily care of impounded animals as needed
5. May be asked to assist on calls on the street or by phone, before and after normal working hours. This will require driving a company truck as needed

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES OR EDUCATION

1. Some knowledge of computers
2. Some knowledge of handling animals
3. Ability to follow instructions
4. Ability to lift up to approximately 50 lbs.
5. Deal in a professional and courteous manner with the public in all types of situations
6. Possess mature judgment and emotional stability under a wide range of working conditions
7. Maintain a good relationship with other employees

MINIMUM QUALIFICATIONS

1. High School diploma or equivalent
2. Some experience in an animal related field
3. Possession of an Arkansas Drivers license with a clean driving record
4. Must be able to understand and convey written and oral instructions.

WORKING CONDITIONS

Working conditions include working at the climate-controlled shelter and outside in all types of weather conditions, including hot, cold, dry and wet and sometimes a mixture of all. May also include working late nights and or early mornings in dark conditions in emergency situations.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and obligations.

I _____ have read and understand the job description