

**PROOF OF EDUCATION REQUIRED WITH APPLICATION
VACANT POSITION**

DEPARTMENT: ANIMAL CONTROL

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or to 119 E. Solomon Street, Human Resources Office

CLOSING DATE: open until filled

Job Title: Animal Care Specialist (Position #1103)
Salary: Pay Grade 7; Hiring Rate \$38,584.00
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8 am- 5pm, Saturday- Wednesday

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-issued GED required. Three (3) years of animal care or animal control experience or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Experience as a veterinary assistant preferred. Must possess a valid driver's license issued by the State of Georgia (Class C).

This full-time position requires the incumbent to work Saturday and Sunday. Weekday workdays and hours can be somewhat flexible based on the needs of the business.

GENERAL STATEMENT OF JOB: This position is responsible for the health, care and welfare of all the animals housed at the animal shelter by providing a comprehensive health care program to prevent disease and ensure humane treatment of all animals. **The workdays for this position are Saturday – Wednesday.** This position works directly with the Director to ensure complete compliance.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of light and some heavy equipment, tools, and machines. Must be able to use body members to work, move or carry objects or materials. Must be able to operate and/or drive a truck. Must be able to exert up to one hundred pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for heavy physical work. Must be able to lift and/or carry weights of eighty pounds. The work is typically performed in an office, stockroom, animal shelter, and outdoors.

ESSENTIAL JOB FUNCTIONS:

Upon intake, examines animals housed at the shelter to determine their current level of health and to establish a baseline for development of each animal's healthcare, ie. puppy, kitten, nursing, food.

Updates the director regarding the need for immediate comprehensive care.

Within the first days of arrival, checks vaccination status, parasite preventatives, flea and deworming and other protocols.

Participates in caring for sick and injured animals in the shelter, including administering needed medications, checking for any side effects or reactions to the medication, monitoring vital signs and changing dressings to wounds. Conducts and/or schedules heartworm tests and fecal checks on animals.

Serves as a liaison for veterinarian services to include identification of sick or injured animals, spaying or neutering animals prior to adoption, assisting the director and/or veterinarians with assessing animals, and works with rescue officers.

May be required to assist with the cleaning of the kennel, especially in areas where sick and injured animals are housed. Provides minor grooming and nail trimming to animals housed at the shelter. Traces microchips, rabies tags, I.D. Tags and tattoos to locate owners of stray animals so the animals can be reclaimed.

Arranges for transportation of animals to various facilities for medical procedures. Procures and maintains all equipment and supplies required to provide proper follow-up treatment for sick or injured animals. Maintains records of animals brought into the shelter, animals taken to the vet for treatment and animals being held for court cases to include medication given and the type of treatment for each animal. Also, maintains complete pet records upon adoption.

Monitors the daily updates of shelter animals from offsite vets caring for sick or injured animals. Maintains correct meds for all animals. Alerts director of changes to animal health.

Maintains records of animals treated at the shelter for review by the Department of Agriculture. Compares the animal card to the animal to make sure the animal has been documented with the correct breed, sex, age and color.

Maintains an inventory of medications, vaccinations, tests, specialty foods, etc. and ensures an adequate level of inventory is in stock. Notifies the director when items need to be restocked.

May also assist with the needs of the Administrative Assistant, including answering the phone.

Assists customers, probationers, volunteers, foster sign-up and public viewing of animals.

Assists with the adoption of animals.

Performs other duties of a similar nature as required.

Will be required to work overtime as needed.

November 3, 2025

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