



CITY OF SELMA JOB POSTING

POSITION: Care Taker at the Animal Shelter

DEPARTMENT: Police Dept.

LOCATION: City Hall

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: July 7, 2021

CLOSING DATE: Until Filled

Job Summary

Animal care and service workers attend to animals. They feed, groom, bathe, and exercise pets and other nonfarm animals.

Animal Shelter Duties & Responsibilities

This job generally requires the ability to do the following:

- Ensuring animals in the shelter have everything they need
- Supervising and leading shelter employees
- Developing operational procedures
- Seeking additional sources of funding
- Promoting and organizing adoption events
- Organizing donations and interacting with donors
- Ordering supplies
- Giving tours of the shelter
- Representing the shelter at community events
- Creating and maintaining budgets
- Preparing reports and paperwork

Animal Shelter Skills & Competencies

There are certain qualities and skills you need to be effective in this field:

Compassion: Love of animals and kindness toward them and their helpers, fosters, and potential owners is a must for this type of position.

Physical stamina: When working directly with animals, shelter managers may need to kneel, crawl, bend, and be on their feet.

Communication skills: Shelter managers must interact regularly with staff members and the public about adoption and fundraising events, as well as the needs of the animals.

Financial management skills: Shelter managers must oversee a budget and plan fundraising initiatives.

Comfort with tech: Since they will largely be concerned with administrative duties, animal shelter managers should have solid computer skills including familiarity with using popular record keeping and word processing programs.

Submit cover letter and resume to: city of Selma Personnel Department P. O. Box 450 Selma, AL 36702

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER