



# City of Tempe

## ANIMAL WELFARE SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	604	<i>Department / Office:</i>	City Manager
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Neighborhood Services Specialist
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from manager or other management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience managing special projects, community outreach programs, and/or providing neighborhood/community assistance.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a wide variety of professional duties involved in the development, implementation and coordination of the activities related to a city-wide progressive and proactive animal welfare program that promotes the health and safety of both citizens and animals; to create and implement animal welfare policies, procedures and guidelines related to programs, projects and/or services; to provide information and assistance to the public.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, plan and implement programs and services to assist in proactively responding to animal welfare and/or control issues within neighborhoods and of individual residents; coordinates services across various City departments.
- Respond to requests from City Council for information and analysis of community issues related to animal welfare, control and/or community cat problems.
- Develop and plan programs to generate citizen involvement in animal welfare and/or control efforts within identified neighborhoods.
- Develop various surveys and questionnaires to assess need, concerns, program satisfaction, progress and outcomes; create and maintain productivity reports to produce statistics related to Community Cat Program and other animal welfare programs' impact and effectiveness.
- Provide information to the public about Tempe's animal welfare efforts and the Community Cat Program; prepare and conduct presentations to community groups about animal welfare programs and educate about animal welfare and/or control issues in a positive manner; develop and deliver educational programs and presentations to increase awareness and acceptance of Community Cat Program with a focus in the neighborhoods where program cats are returned for educational outreach.
- Create programs and/or facilitate problem-solving processes and activities for the resolution of challenges and concerns within neighborhoods related to animal welfare and community cat concerns.
- Research potential grant and/or partnership opportunities; develop grant proposals to secure funding from various sources; prepares and submits grants in compliance with established City policies and procedures; manages and tracks grant budgets.
- Participate in animal welfare and/or animal control projects and efforts, including local and regional meetings to collaborate on issues related to animal hoarding and managing feral cat populations.
- Promote the Community Cat Program at community events, spay/neuter and adoption events; attend City-sponsored and neighborhood-sponsored events and meetings to provide information and education to the community as well as develop and strengthen relationships with key neighborhoods, neighborhood associations, partner agencies, rescue groups, and other community groups.
- Communicate and coordinate with local TNR and/or local rescue groups to encourage and/or ensure they are referring residents in target areas to the Community Cat Program, track referral outcomes and minimize redundant efforts.
- Schedule and encourage appointment follow through for spay/neuter surgeries for owned and unowned cats in focus neighborhoods.
- Perform fieldwork, as necessary, such as picking up cats from clinics to return them to their colony/addresses, their caregivers or a local TNR group; coordinate trap set up, trap checks and assist with drop trapping as needed. Conduct neighborhood canvassing, to identify areas of need; work with caregivers of free-roaming and pet cats and/or dogs.
- Train community members in TNR and use of traps.
- Maintain trapping supplies and inventory in clean working order; ensure traps are clearly marked with City of Tempe trap tags; track loaned-out traps. Before trapping day, deliver traps and supplies to identified trapping locations.
- Assist with trapping cats in focus areas and transport to and from veterinary clinics and/or partner shelters; track spay/neuter surgeries to evaluate program progress.

- Perform other related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective May 2022*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Animal Welfare Specialist**

**Job Code: 604**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit				X
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*	X			
Fumes	X			
Computer Software				X
Chemicals	X			

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water	X			
Extreme Heat			X	
Extreme Cold			X	
Office Setting				X
Confined Spaces		X		
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders		X
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Field work related to setting cat traps, establishing feeding areas, transport of caged cats and/or dogs to TNR clinics, outdoor events or meetings.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**