

**City of Truth or Consequences
Human Resources Office
505 Sims Street**

PH: (575) 740-7554

Truth or Consequences, NM 87901

FAX (575) 894-0363

Job Advertisement

ANIMAL SHELTER OPERATIONS

The City of Truth or Consequences has an opening for the position **ANIMAL SHELTER OPERATIONS** with the **ANIMAL SHELTER DEPARTMENT**. Must be detailed oriented and very customer friendly.

See **Job Description for full requirements and representative duties.**

Pay rate commensurate with qualification and experience, plus benefits

Applications and Job Descriptions are available from the City's Human Resources Office, 505 Sims Street T or C, NM 87901, tel. # (575) 740-7554, fax # (575) 894-0363 or on the City's Website at www.torcnm.org. EOE **Deadline for applications to be returned to City's HR Office Until Filled.**

PUBLISH: March 21, 2025 - and each Thursday until filled - Sentinel

POSTED: Indeed.com (03/18/2025– Until Filled)
City's Website (03/18/2025 –Until Filled)
Workforce (05/24/2024 - Until Filled)

**City of Truth or Consequences
Human Resources Office**

**PH: (575) 894-6673
EXT: 314**

**505 Sims Street
Truth or Consequences, NM 87901**

**FAX (575)894-0363
www.torcnm.org**

POSITION DESCRIPTION

Class Title: ANIMAL SHELTER ATTENDANT
Department: Animal Shelter Department Classified

GENERAL PURPOSE:

Primarily responsible to perform routine animal shelter operations in the control, care, custody and disposal of strays and/or wild animals and insure compliance with City ordinances pertaining to animal control. Animal Shelter Operations provide quality services, protect and compassion to its citizens and animals.

SUPERVISION RECEIVED:

Under the direction of the Animal Shelter Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning and care of all animals in the shelter, including but not limited to vaccination of animals.
- Find suitable adopters or rescues for the animals within the shelter.
- Daily cleaning throughout the shelter to prevent the spread of diseases.
- Prepare and maintains records and may prepare special reports.
- Performs other related duties as required.
- Performs assigned duties as required at the animal shelter.
- At times be responsible for the euthanasia of animals.
- Thorough knowledge of the occupational hazards and corresponding safety precaution necessary for the safe performance of assigned duties.
- Knowledge and ability in the feeding and care of impounded animals.
- Performs any other animal care duties as directed.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS:

- High school diploma or GED Certificate of Completion.
- Two (2) years' experience working with the public.
- One (1) one year experience working with domestic animals in a shelter environment, zoo, or veterinarian clinic, etc. preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of City ordinances concerning animal control; care and feeding of domestic animals; animal diseases and prevention.
- Ability to read, write and follow verbal and written instructions, all in English.
- Ability to become knowledgeable of City's Animal Control Ordinances, and willing and capable of enforcing same.
- Ability to handle domestic and wild animals.
- Ability to handle confidential matters in a trustworthy matter.
- Ability to operating a personal computer.
- Ability to develop and maintain courteous, respectful, and effective working relationships with fellow employees and the public.
- Ability to maintain accurate records; write clear.

Requirements/Certification/License:

- Must possess and maintain a valid New Mexico Driver's license.
- Must successfully pass pre-employment drug testing and post-offer employment medical examination.
- Must be able to past background investigation and be free of any felony convictions.
- Must complete a euthanasia certification class within one year of employment.

EQUIPMENT, TOOLS AND MATERIALS:

- Use a capture stick, a variety of animal traps, nets, and euthanasia equipment.
- City's Code of Ordinance, current animal shelter standard operation policies.
- Utilizes the equipment and tools necessary to perform the essential duties section.

MENTAL FUNCTIONS:

- Must be able to communicate orally and write in English.
- Must be able to read such items as newspapers, manuals, ordinances.

- Must be able to comprehend and utilize computer programs and updates.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderately heavy physical position working involving extensive walking on all terrain's, reaching, carrying up to 50 pounds, push/pull up to 125 pounds.
- Frequent bending, stooping, reaching and working with arms extended.
- May be required to pursue animals on foot.
- Cannot have uncontrolled allergies to animals.
- Sufficient eyesight is need to spot animals in the field.
- Requires arduous physical exertion under rigorous and unusual conditions.

WORKING CONDITIONS:

- Works eighty (80) percent indoors and on an as needed basis (20%) works outdoors exposed to all weather conditions, dust, noises, uneven surfaces, odors, and chemicals.
- Hazards include animal attacks and working closely with chemicals.
- Often works alone without direct supervision.
- Requires competing demands such as strict deadlines, multiple tasks and occasional work beyond normal business hours.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral panel interview and reference check.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Employer and requirements of the job change.

Employee Signature

Date