

City of Iowa City
EXTERNAL POSITION VACANCY ANNOUNCEMENT
CORRECTED

March 12, 2010

TEMPORARY KENNEL ASSISTANT

Animal Services

Wage: \$9.00 per hour

One temporary part-time position available

Hours: Monday through Friday, 6:30am to 11:30 am **OR** 12:45pm to 5:45pm

AND Saturday **OR** Sunday, 7am to 3pm

Please note that the Iowa City Animal Shelter is currently located at 4852 Sand Rd SE, Iowa City; 5 miles south of Highway 6 and Gilbert.

Under direct supervision of senior staff, cleans and disinfects inside and outside kennel and caging areas where animals are maintained and cleans animal supplies. Moves animals to and from kennel or caging areas before and after cleaning, for exercise or medical treatment. Performs general custodial duties and some maintenance repair of equipment and caging. Cares for impounded animals including domestic, wildlife and exotics. May assist in performing screening tests including heartworm, leukemia, and fecal tests using prescribed methods and instructions. May assist in giving vaccines, medications, euthanasia and other general animal procedures. Performs clerical and customer services functions. Answers telephone. Updates animal informational sheets and impound cards with health information and personality traits. Washes windows and doors, cleans bathrooms, dries and folds laundry and changes light bulbs. Cleans garage counters and cupboards, floors and removes garbage. Assists in recording information regarding new stray animals and enters information into the computer. Compares lost animal reports with found reports. Assists the public and answers questions relating to animal care and applicable City animal ordinances. Assists in reclaiming animals to their owners and rents live traps to public. This position requires attention to detail, frequent bending, lifting, stooping, stretching, and kneeling.

Minimum education, experience and certification:

High school diploma or equivalent required. Valid Iowa driver's license required. Ability to handle domestic animals including dogs, cats, small mammals, reptiles and birds with appropriate equipment. Must have the ability to lift 70 lbs.

City of Iowa City application must be received by **5PM, Friday, March 19th, 2010** at Personnel, 410 E. Washington St., Iowa City, Iowa 52240.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, encourages workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.

For Current Job Openings Available to the Public:
JOBLINE - (319) 356-5021 or www.icgov.org

