



## CITY OF RANCHO CUCAMONGA

### INVITES APPLICATIONS FOR ANIMAL CARE ATTENDANT

\$14.43 - \$18.52 per hour,  
Part-Time/ Seasonal/ Kitten Nursery

#### **THE POSITION**

Under general supervision, provides basic animal care including daily feeding, water and observation; cleans and maintains facilities, maintains basic activity records, and performs other related duties as assigned. This position is primarily for **nights and swing shifts**.

#### **THE CITY OF RANCHO CUCAMONGA**

The City of Rancho Cucamonga is a forward-looking, progressive organization, dedicated to the delivery of superior service to all those who live, work and play in our community. We call our workforce TeamRC and our shared vision is to exceed the expectations of those we serve in an environment of employee excellence and innovation, empowered by leadership, opportunity and a collaborative spirit. One of the safest cities in the country, our community is a highly desirable place to live, work, and play. Situated at the base of the picturesque San Gabriel Mountains, Rancho Cucamonga is home to almost 172,000 people. Amongst its many amenities are an award-winning senior and community center, the Victoria Gardens Cultural Center, and the Victoria Gardens Regional Shopping Center.

#### **THE ANIMAL CARE & SERVICES DEPARTMENT**

The Mission of the Animal Care and Services Department is to enhance animals' lives, bring people and pets together, and protect public health and safety through a program oriented towards animal care and community service. Animal Care and Services transitioned to City operation in 2006 and has been working towards creating a community where every adoptable pet finds a home. Our current operations include a Veterinarian and medical staff to promote the health and rehabilitation of our shelter pets, Animal Handlers to evaluate and rehabilitate pets with behavioral issues, a Program Coordinator who manages the foster, rescue and volunteer programs and enhances our pets' visibility in the community, Animal Caregivers, Customer Service Personnel and Field Services Officers. The Animal Care and Services Department is looking for caring and dedicated individuals who want to make a vital difference in the lives of homeless pets.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to: touch, handle, and provide care and appropriate handling of particular species; clean and bathe animals given established procedures, vaccinate animals given established procedures; maintain basic activity records related to daily animal care and incidents; provide and replenish food and water for domestic, exotic, and wild animals; clean and disinfect kennels, cages, and equipment to maintain sanitary conditions; observe sick, quarantined, and potentially injured animals, and report problems. Provide care to neonatal kittens, including bottle feeding and basic medical attention. Assist with the training Kitten Nursery volunteers.

#### **MINIMUM QUALIFICATIONS**

Must have an education equivalent to graduation from high school. Some experience in basic custodial or maintenance duties. Experience working with domestic animals is desirable.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of various breeds of dogs, cats and other domestic animals; basic characteristics of animal behavior; care techniques; customer service techniques; procedures related to kennel cleaning and maintenance of facilities; recordkeeping procedures; occupational hazards and safe work practices related to animal care; operate cleaning equipment and other tools used in the maintenance of kennels; handle animals in a safe and efficient manner; learn, understand, and interpret rules and regulations governing the impounding and release of animals; recognize normal and abnormal animal behavior; prepare and maintain accurate and complete records; work independently in the absence of supervision; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; maintain and foster positive and harmonious working relationships with those contacted in the course of work.

#### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C or Class 3 California driver's license, and have a satisfactory driving record. Ability to work weekends, evenings, holidays, and on-call basis. The Animal Care and Adoption Center is open seven days a week and may be open during evening hours.

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## **PHYSICAL DEMANDS**

The sensory demands of the job typically require seeing, hearing, speaking, touching and smelling. This position requires close vision, depth perception, color vision, and the ability to adjust focus. This position frequently stands and walks to access animal care areas and occasionally sits to access and record information in computer databases. Positions in this classification frequently bend, stoop, kneel and reach animals in order to provide medical care and perform medical procedures, and frequently lift, move, and carry animals that typically weigh up to 100 pounds. This position requires firm grasping and wrist extension and rotation on a frequent basis.

## **WORKING CONDITIONS**

This position is frequently exposed to loud noise above 95 decibels such as barking dogs and other animal noises. This position works outdoors as well as indoors and is subject to variable weather conditions and exposure to potentially infectious diseases or allergies, as well as wetness and moisture.

## **APPLICATION PROCESS**

All applicants are required to apply online at [www.cityofrc.us](http://www.cityofrc.us). **Open until filled. Candidates if selected must be able to attend interview process on Saturday, April 29, 2017.**

Applications must be complete and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process. Candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

Successful candidates shall be required to:

- Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and
- Pass a pre-employment medical exam; and
- Provide proof of a valid California driver's license and be insurable; and
- Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

**The City of Rancho Cucamonga Participates in E-Verify.** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In accordance, the City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. For additional information regarding E-Verify, the Federal Government's online employment eligibility verification system, please visit [www.uscis.gov](http://www.uscis.gov).

## **Disclaimers**

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Human Resources. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Human Resources at [Careers@CityofRC.us](mailto:Careers@CityofRC.us). Applicants may wish to visit the City's official website at [www.cityofrc.us](http://www.cityofrc.us) for more information.