



**CITY OF RANCHO CUCAMONGA**  
*INVITES APPLICATIONS FOR*  
**VETERINARY ASSISTANT**  
\$19.27 - \$24.74 per hour (Part-Time, Seasonal)

**THE POSITION**

Under general supervision, examine and monitor the medical health and safety of animals; administer medical treatment and medical procedures; inject drugs for purposes of immunization, tranquilization or euthanasia, and provide other forms of prescribed care; perform other related duties as assigned. Must have the ability to work weekends, evenings, and holidays, and on-call basis.

**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 Care Givers, 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**

Conduct physical examinations to determine the nature of illness, injury and abnormality; administer medications and immunizations orally and by intramuscular, intravenous and subcutaneous injections, as prescribed by a veterinarian; take and record animal temperature, pulse and respiration; collect and label specimens of blood, urine, sputum, feces, brain tissue and various kinds of smears for culture or microscopic examination; administer whole blood or plasma to animals; determine need to send animals for private veterinarian assistance in the absence of the animal care center/shelter veterinarian; assist in pre-surrender counseling and post-adoption counseling, helping the public overcome behaviors that lead to animal surrenders; establish behavioral rehabilitation protocols to correct behavior issues in shelter animals and oversee behavior rehabilitation of animals in foster care settings; maintain inventory of all pharmaceutical equipment, and supplies, as well as records of animal treatment services and disease investigations; establish and follow procedures for the proper housing and feeding of animals and the cleaning of kennels to meet State and County standards and program requirements; provide routine medical care; maintain effective relations with other departments, governmental agencies and the public, and answer fundamental questions related to animal care; assist field personnel by anesthetizing or euthanizing animals when necessary; scan and apply microchip and other special identification media to monitor animal health; explain medical treatment procedures to animal control personnel and may make recommendations related to the retention, relocation, and care of animals; assist with community outreach programs and activities.

**MINIMUM QUALIFICATIONS**

Equivalent to graduation from high school and two years of recent experience working with domestic animals in a veterinary hospital or other animal facility, with appropriate medical training and certification in order to administer medications and medical procedures. Prior animal shelter experience is highly desirable. Possession of, or ability to obtain, a valid Class C or Class 3 California Driver's License, and have a satisfactory driving record.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Various breeds of dogs, cats, and other domestic animals; principles of animal behavior, rehabilitation and care; customer service practices; preventative, diagnostic and therapeutic veterinary medical treatment of domestic animals; clinical procedures; basic principles of recordkeeping; occupational hazards and safety practices necessary in the area of animal services; safe work practices; safe driving principles and practices;

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operate a motor vehicle safely; operate computer equipment, office equipment and software programs; administer injections and medications to all types of animals; operate modern office equipment including computer equipment and software programs; handle animals in a safe and caring 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; meet and deal tactfully and effectively with the public; work a varied schedule; respond to requests and inquiries for information regarding animal services; work independently in the absence of supervision; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work, including staff, the public and health care professionals.

### **PHYSICAL DEMANDS**

The sensory demands of the job typically require seeing, hearing, speaking, touching and smelling. The 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach animals in order to provide to medical care and perform medical procedures. In recordkeeping, the position may push and pull drawers open and closed to retrieve and file information. Positions in this classification frequently lift, move, and carry animals that typically weigh up to 100 pounds. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 10 pounds.

### **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.