



# CITY OF SELMA JOB POSTING

**POSITION:** Care Taker at the Animal Shelter

**DEPARTMENT:** Police Dept.

**LOCATION:** City Hall

**STATUS/SCHEDULE:** Regular, Full-time

**OPENING DATE:** July 7, 2021

**CLOSING DATE:** Until Filled

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## **Job Summary**

Animal care and service workers attend to animals. They feed, groom, bathe, and exercise pets and other nonfarm animals.

## **Animal Shelter Duties & Responsibilities**

This job generally requires the ability to do the following:

- Ensuring animals in the shelter have everything they need
- Supervising and leading shelter employees
- Developing operational procedures
- Seeking additional sources of funding
- Promoting and organizing adoption events
- Organizing donations and interacting with donors
- Ordering supplies
- Giving tours of the shelter
- Representing the shelter at community events
- Creating and maintaining budgets
- Preparing reports and paperwork

## **Animal Shelter Skills & Competencies**

There are certain qualities and skills you need to be effective in this field:

**Compassion:** Love of animals and kindness toward them and their helpers, fosters, and potential owners is a must for this type of position.

**Physical stamina:** When working directly with animals, shelter managers may need to kneel, crawl, bend, and be on their feet.

**Communication skills:** Shelter managers must interact regularly with staff members and the public about adoption and fundraising events, as well as the needs of the animals.

**Financial management skills:** Shelter managers must oversee a budget and plan fundraising initiatives.

**Comfort with tech:** Since they will largely be concerned with administrative duties, animal shelter managers should have solid computer skills including familiarity with using popular record keeping and word processing programs.

**Submit cover letter and resume to: city of Selma Personnel Department P. O. Box 450 Selma, AL 36702**

***THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER***