



**Office of Bedford County Human Resources  
1 Public Square, Suite 101  
Shelbyville, TN 37160**

**Bedford County Animal Control – Part-Time Animal Care Technician**

The Bedford County Animal Control Department has an opening for a part-time Animal Care Technician.

**JOB SUMMARY/DEFINITION:** The Animal Care Technician position is a key component to the physical health and well-being of the animals at BCAC. This position provides daily care for the shelter animals, including cleaning and sanitizing kennels and cages, and feeding the animals. This position also provides approved medical treatments and medications to shelter animals, as prescribed by a veterinarian. ACTs are also responsible for any other duties assigned by the Director/Deputy Director.

**EQUIPMENT/JOB LOCATION:**

- Animal Control Technicians will operate a variety of office equipment including a computer and office telephone and fax machine.
- Work is performed in both the office and field settings in all weather conditions.

**PHYSICAL REQUIREMENTS:**

- Ability to perform the physical duties of the job
- Must be able to lift and carry 50 pounds at a time

**ESSENTIAL FUNCTIONS OF THE JOB:**

- **Animal Care** - Provides for proper animal care by being attentive to each animal's behavior and health.  
Tasks and duties include, but are not limited to: following appropriate guidelines to intake an animal, daily checks of the animals' shot records, making sure that all vaccinations and medical care are given at the appropriate times, physical contact for both medical observations as well as well being and making sure that the cages and kennels are appropriately cleaned and that food and water is provided.
- **Cleaning and Sanitation** – Cleaning and sanitation are primary duties for ACTs. An understanding of the relationship between animal health and proper sanitation is necessary for the provision of proper care. The ACT is responsible for the daily care of all animals in their assigned section, including cleaning, sanitizing, and feeding, and they should make daily rounds to ensure that no animal is being housed in an unsanitary cage or kennel.
- **Adoption** - Provides adoption counseling to prospective adopters. Conducts adoptions following prescribed guidelines, including accepting and receipting money and entering data into Shelter Manager Software.
- **Records Maintenance** - Uses the Shelter Manager software system to create and maintain animal records Ensures all medical documentation is complete and up to date, and vital information is communicated to appropriate parties.
- **Community Involvement** - Represents the organization as a professional and ethical organization

based on the values of our mission. This may be accomplished through routine daily activities, showing animals, participating at events, and other such activities of the organization.

- **Safety** - Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern that could put an employee, volunteer, client, animal, or the organization at risk.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Feeds and waters animals according to feeding instructions and established schedules.
- Clean and organizes animals living areas such as pens and yards.
- Observes animals to identify signs of injury, illness, or disease.
- Grooms animals, which includes washing, brushing, trimming coats, cutting nails, or cleaning ears.
- Maintains records of information such as weight, physical condition, diet, feeding schedule, and medications administered.
- Ensures that animals receive necessary exercise
- Unloads and stores feed and supplies
- Answers general questions from patrons about animals such as behavior or habitat
- Takes phone calls and schedules appointments
- Performs other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES:**

- Ability to work with animals and to remain calm in strenuous circumstances
- Excellent problem-solving skills
- Excellent communication and interpersonal skills
- Ability to follow instructions
- Excellent time management skills
- Ability to meet citizens needs and provide necessary assistance

#### **QUALIFICATIONS:**

- Must be a least 21 years of age
- Must have high school diploma or GED
- Must pass background check
- Must be capable of completing required training within department timeframe
- Must be willing to work a flexible schedule, including weekends, holidays, and after hours
- Must pass a physical agility assessment
- Integrity, honesty, and ability to work under stressful conditions required
- Experience working with animals, including volunteer experience at an animal shelter or similar facility will be given preference

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

*The job description for the position of Animal Care Technician (PT) of the Bedford County Animal Control Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.*

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please visit [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org) to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

Shanna Boyette, HR Director  
Bedford County Courthouse  
1 Public Square, Suite 108  
Shelbyville, TN 37160

*Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*

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John Boutwell, HR Director  
Bedford County Mayor's Office  
1 Public Square, Suite 101  
Shelbyville, TN 37160

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