



# pasadena humane society & spca

## **Animal Care Lead**

**FSLA Classification**  
**Full Time, Non-Exempt, Tier 4**

**REPORTS TO:** Director of Animal Care

**DIVISION:** Operations

**DEPARTMENT:** Animal Care

### **JOB DESCRIPTION**

#### **Summary / Objective**

The animal care lead will direct the day to day functions of the animal care program at PHS. The Lead will achieve defined objectives by planning, evaluating, developing, implementing and maintaining animal care in compliance with established guidelines, codes and regulations and supervising staff.

#### **Supervisory Responsibilities**

Supervision of animal care staff including responsibility for volunteers and court workers.

#### **Job Duties and Responsibilities**

- Oversee the day to day operations of the animal care program in the shelter and boarding kennel. Includes cleaning, feeding, handling, movement throughout the facility. Ensure a high quality of humane animal care and handling that meets the five freedoms and ensure the departmental goals and objectives are met.
- Manage animal care staff which includes hiring, terminations, payroll, scheduling, and performance reviews, counseling, training and general productivity of the workforce.
- Assist with ensuring that the health and behavior needs of all animals are met to the highest quality. Communicate process challenges with the appropriate party. Recognize animal disease, and isolation needs.
- Oversee chain of animal custody including but not limited to receiving incoming animals, maintaining database, taking photos, scanning for microchip and assisting medical and behavior departments with animal handling.
- Order departmental supplies and keep track of inventory.
- Oversee and ensure high quality of Customer Service while processing of animals and assisting public in the kennel area as needed.
- Manage staff's identification and recording of animal issues, and record keeping in the computer system
- Assist with the development of policies and procedures for animal care and other operations in conjunction; adhere to and enforce existing policies and procedures.
- Assist in ordering of supplies and equipment. Manage inventory and ensure supply level is appropriately stocked.
- Ensure a safe working environment and actively participate in safety programs. Follow all safety procedures and protocols. Demonstrate a strong understanding of animal diseases and possible transition of disease between people and animals.



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- Participate in PHS programs and activities as assigned.
- Other duties as assigned.

## **Requirements and Qualifications**

- Experience with animals including: animal handling, breed identification, and identifying behavioral and health issues.
- Experience with personnel supervision and familiarity with scheduling, hiring and progressive discipline.
- Excellent interpersonal, written and verbal skills.
- Working knowledge of computer programs.
- A good driving record and valid Class C driver's license.
- Minimum 2 years shelter experience.
- Strong work ethic
- Ability to meet deadlines and work independently in a faced paced environment
- High School Diploma (or GED or Proficiency equivalent).
- Ability to lift 50 pounds

## **Work schedule**

Must be able to work any day of the week including weekends and holidays.

PHS prohibits discrimination against or harassment of any person employed by or seeking employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.