NOTICE OF JOB OPENING

Posting Begins | September 24, 2020 | Posting Ends | October 14, 2020

Position Title | PROGRAM TECHNICIAN I

Department | Police | Division | Animal Services

<table>
<thead>
<tr>
<th></th>
<th>New Position</th>
<th>Full-time</th>
<th>X</th>
<th>40 Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Replacement</td>
<td>Part-time A</td>
<td></td>
<td>Hrs./Week</td>
</tr>
<tr>
<td></td>
<td>Seasonal Temporary</td>
<td>Part-time B</td>
<td></td>
<td>Hrs./Week</td>
</tr>
</tbody>
</table>

Location of Position | 3301 Park Dr. Kansas City, KS 66102

BRIEF JOB DESCRIPTION: Maintain and thoroughly clean cages, runs and other common areas (e.g. removing animal waste; mopping and scrubbing; sanitizing feeding equipment; and disinfecting areas where animals are kept, fed, watered and generally cared for, etc.). Responsible for monitoring equipment functionality (washer, dryer, kennels, cages, and other equipment.) Assist Animal Services Officers with incoming animals and equipment. Examine animals for general condition and report any illnesses, visible injuries or abnormal behavior of the animals. Administer medication as prescribed by the Veterinarian. Control aggressive animals with proper and humane restraint. Move animals to/from cages/runs and take the animals outdoors for daily enrichment time. Provide customers with information about breed characteristics of animals being considered for adoption, and suitability for placement in the customer’s home. Assist customers who are bringing animals for drop-off at Animal Services, discuss alternatives available to them. Assist with the inventory of kennel supplies and equipment. Basic office duties including entering information into Chameleon software database, answering telephones, data entry, logging complaints and inquiries, and other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Completion of college level course work in public or business administration, social work, counseling, or a related field is preferred, and experience in work related to the area of assignment; or any equivalent combination of education and experience which provides the necessary skills and knowledge.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range | $18.47/hr. | PI # | 3698 | Class. Code | 1405 | Extend 10/8/20

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE