



RESOLUTION #

RECLASSIFICATION OF PART-TIME ANIMAL SHELTER WORKER TO FULL-TIME AND CHANGE IN JOB DESCRIPTION

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

Table with columns: ROLL CALL Board Members, AYE (Yes), NAY (No), Abstain / Excused. Lists 19 board members and a TOTAL row.

1 WHEREAS, the part-time Animal Shelter Worker has taken on additional responsibilities and is working more hours; and,

3 WHEREAS, the Animal Shelter Manager is requesting to reclassifying the part-time position to a full-time position and amend the title and the job description to better reflect these new duties.

7 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors approves the change from part-time to full-time Animal Shelter Worker and the title change to Animal Shelter Assistant and the attached job description;

11 BE IT FURTHER RESOLVED, that the attached job description and a job description questionnaire will be submitted to Carlson Dettmann for a classification and a wage will be given at Step 1 of the grade Carlson Dettmann places this position with an effective date of January 1, 2024.

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted []
1st _____ Defeated []
2nd _____
No: _____ Yes: _____ Exc: _____

SUBMITTED BY:

Rusk County Personnel Committee

Terry DuSell, Chairman

Jonathon Unterschuetz

Bob Stout, Vice Chairman

Alan Rathsack

Jim Meyer

Reviewed by:

_____, Corp. Counsel

Reviewed by:

_____, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

Budgeting for family health insurance plan & current wage of \$13.65/hr would give a total fiscal impact of \$53,559.60 of which the County would pay 60% which equals \$32,135.76 annually. This is an additional \$23,164.47 annually over current part-time wages.

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the _____ day of _____, 2023 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County



Position Description

Position Title	Animal Shelter Assistant
Department	Animal Shelter
Classification	Full Time
FLSA Status	Non-Exempt
Reports To	Animal Shelter Manager/Humane Officer
Direct Reports	N/A
Last Updated	October 2023

Purpose of Position

The general purpose of this position is to act under the direction of the Animal Shelter Manager and is responsible for ensuring that daily cleaning/medicating/vaccinating/health exams, standard of care and other operations of the shelter are followed and completed.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Clean and sanitize kennels and cages
2. Sweep and mop floors
3. Clean, sanitize and supply bathrooms
4. Laundry
5. Feed and water all shelter animals
6. Exercise shelter animals
7. Process shelter forms regarding the intake/outtake of animals
8. Answer phones, take messages and help customers
9. Process all incoming and outgoing animals
10. Assist with euthanasia
11. Train volunteers/community service workers on cleaning duties
12. Assist with special projects
13. Share on-call duties including law enforcement call and stray pick up
14. Provide health care for animals by administering medication, ensuring vaccines are given, deworming, grooming, etc.
15. Inform the animal shelter manager when supplies are low and need to be re-ordered
16. Communicate with the animal shelter manager about temperament, health needs and suggestions for dogs and cats
17. Post all incoming strays and adoptable animals on Facebook page
18. Update Petfinder and Adopt a Pet websites
19. Coordinate/transport animals for spay/neuter appointments
20. Maintain grounds and building
21. Compliance with professional conduct standards of the Animal Control Board
22. Ensure all animals are spayed and neutered before adoption
23. Other duties as assigned by shelter manager

Education, Experience, and Skills

1. High School Diploma or equivalency
2. Effective public relation skills
3. Work or volunteer experience involving the care, protection, or treatment of animals
4. Ability to obtain a general knowledge of animal health and ordinances
5. Genuine concern, compassion understanding and respect for all animals
6. Ability to keep accurate records and make clear and concise written and oral reports
7. Ability to process computer records
8. General working knowledge of equipment and software needed to perform essential duties
9. Ability to work inside and outside in all weather conditions
10. Wisconsin Driver's License

Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to kneel (15%), lift up to 40 pounds (50 pounds with team member) (15%), stand (50%), sit (5%), bend (15%).

Work Environment

The essential duties and responsibilities described here are representative of those an employee encounters while performing the essential functions of this job.

Position will require use of specialized clothing or use of common personal protective equipment. Environmental conditions will frequently impact physical comfort. Position requires work around and with animals.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____