



## BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

<b>Title</b>	<b>Animal Shelter Operator</b>
<b>Department</b>	Parks & Recreation
<b>Location</b>	1307 Falling Creek Rd
<b>Hours</b>	25-30 per week which includes Saturdays and Sundays
<b>Description</b>	Provides animal shelter services; receives, processes, and cares for animals. Assists the public in pet adoption. Trains volunteers. Prepares and maintains files and records. Cleans premises and animal cages. Stocks supplies. Work is performed under regular supervision. Supervision may be exercised over temporary and volunteer workers.
<b>Requirements</b>	<p><b>Minimum Requirements Include:</b></p> <ul style="list-style-type: none"><li>• Knowledge and experience equivalent to graduation from high school and some experience in working with caring for animals</li><li>• Knowledge of small animal care and behavior</li><li>• Skill in handling animals</li><li>• Skill in cleaning and general custodial duties</li><li>• Ability to deal effectively and tactfully with the public</li><li>• Ability to prepare and maintain files and records</li><li>• Ability to establish and maintain effective working relationships with associates</li><li>• Ability to lift and move objects up to 20 pounds.</li></ul> <p><b>Preferred Experience includes:</b></p> <ul style="list-style-type: none"><li>• Possession of euthanasia certificate</li></ul> <p><b>Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.</b></p> <p><i>EOE / ADA / Minorities / Females / Vets</i></p>
<b>Minimum Salary</b>	\$ 9.85
<b>Apply</b>	Online: <a href="http://www.bedfordcountyva.gov/about-bedford/administration/human-resources/employment">http://www.bedfordcountyva.gov/about-bedford/administration/human-resources/employment</a> In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523
<b>Date Posted</b>	11/14/2017
<b>Deadline</b>	Until position is filled