



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 12/08/2004;01/01/06,01/01/07*

JOB TITLE: Kennel Manager

DEPARTMENT: Animal Services

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$19.99 - \$30.04 / hour

GRADE: 24

Implements and manages an effective kennel operation while adhering to state and parish laws, regulations and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises trains, evaluates and coordinates activities of assigned employees.
- Effectively manages the department, projects, and budgets. Establish and implements procedures and programs.
- Provides basic veterinary assistance to Staff Veterinarian (proper handling of injured animals, bandage changes, daily wound cleaning, dosing and administration of various medications, etc.) Assists with routine and emergency animal care.
- Coordinates and assists the Director with public education programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Five (5) years experience of veterinary assistance with large and small animals preferred.
- B.S. Degree in Animal Husbandry or relative field or ten (10) years experience preferred.
- Two (2) to four (4) years supervisory experience preferred.
- Must possess a valid Driver's License.
- Certified Euthanization Technician Certificate within one year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will need to be able to lift fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.