



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

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NOTICE OF JOB VACANCY

DATE: October 24, 2024

POSITION: *Kennel Team Leader*

DEPARTMENT: Animal Shelter

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW

BASIC FUNCTION: Performs duties necessary for the oversight of daily operations to ensure safety of employees and animals and to ensure compliance with the Illinois Animal Welfare Act.

DESIRED REQUIREMENTS: Requires graduation from high school or GED and one (1) year experience as a Kennel Worker; working knowledge and sincere love of animals and ability to deal with general public; and ability to learn how to operate the equipment pertaining to class specifications.

STARTING SALARY: \$ 35,107

REQUIRED TESTING: None

APPLICATION PERIODS: October 24 - 30, 2024 (Internal)
October 31, 2024 until position is filled

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org
EEO Utilization Report available for public viewing at www.vercounty.org
AA/EEO

Position Classification Description

Kennel Team Leader
Dept. of Animal Regulation

Bargaining Unit: IBEW

Distinguishing Features of Work:

Directly responsible to the Dept of Animal Regulation Shelter Supervisor and works in conjunction with the Adoption Manager. Performs duties necessary to support and retain volunteers as well as assisting with general development of adoption events.

Illustrative Examples of Work:

- A. Shelter Cleanliness
 - a. Kennel Team Leader is responsible for all areas in the kennels
 - b. The cleanliness is either to be done by the team leader or delegated by the team leader to kennel team members
 - c. Kennel Team Leader must review all areas of the shelter by the end of the day and note discrepancies
- B. New Hire Kennel Training
 - a. Assist in training new kennel staff
 - i. Cleaning protocols
 - ii. Animal care and handling
 - iii. Health observation
 - iv. Behavior observation
 - v. Meet and greet protocols
 - vi. PetPoint
- C. Kennel Team Tracking
 - a. The Kennel Team Leader should have a system for his/her personal use to track employee progress. The Kennel Team Leader will regularly report to the Shelter Supervisor with employee progress and/or concerns
- D. Volunteer
 - a. Assist in volunteer orientations
 - b. Serves as a resource for volunteers and educates on policies and activities
 - c. Maintain cleanliness of volunteer room
 - d. Coordinate with Shelter Supervisor to provide volunteers with animal enrichment tasks
 - e. Operates a motor vehicle to transport, load and unload items including, but not limited to food, animals, animal items, cat litter, carriers, etc.
- E. Adoption Events
 - a. Assist in planning and organizing adoption events
 - b. Assist in volunteer recruitment to participate in adoption events
 - c. Coordinates with VCAS Foundation about adoption events, when needed.
- F. Special Projects as assigned by Shelter Supervisor, Adoption Manager or Director

DESIRABLE REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Daily attendance is an essential function of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Knowledge of Microsoft Office, PetPoint Database, Outlook
- B. Must have good organizational and communication skills and the ability to prioritize work.

- C. Ability to provide excellent customer service and hospitality skills including a desire to help citizens regardless of their circumstance.
- D. Ability to work independently and with minimal supervision.
- E. This position will include two to three Saturdays a month with Sunday and another day off during the week scheduled as off days.

EDUCATION and/or EXPERIENCE

Requires graduation from high school or GED and one (1) year experience as a kennel worker; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Requires working knowledge of animal sheltering cleaning protocols, animal behavior, animal health and wellness. Requires the ability to learn how to operate the equipment pertaining to the class specifications.

LANGUAGE SKILLS

Ability to read and interpret general business periodicals, professional journals, procedure manuals. Ability to write reports and complete record forms. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date

Director, Vermilion County Animal Shelter