

# LEAD KENNEL TECHNICIAN– ANIMAL SHELTER & RESCUE

*Cherokee County, SC*

**Location**

163 Progressive Drive  
Gaffney, SC 29340

**Job Type**

Full Time

**Department**

ANIMAL SHELTER & RESCUE

**FLSA**

NON-EXEMPT

**HOURS**

7:30 AM – 4:00 PM  
MONDAY – FRIDAY  
HOURS MAY VARY AS NECESSARY FOR OPERATIONS

**Job Summary**

This is a full-time position responsible for overseeing and assisting in daily cat and dog kennel operations at the Cherokee County Animal Shelter & Rescue. To qualify for this role, you must have a positive attitude and a genuine love for dogs and cats of all shapes and sizes. This role will be performed under limited guidance of the Animal Shelter & Rescue Director and will supervise and assist all kennel technicians within the Animal Shelter & Rescue. Duties will include, but are not limited to: overseeing daily kennel operations, ensuring high standards of cleanliness and animal care, supervising and training kennel staff, monitoring animal health and behavior, communicating with clients and staff professionally, administering medications, and maintaining accurate records. This role requires a great deal of independent thinking and previous experience in a kennel, veterinary, or animal care setting is a must.

## Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> <li>• <b>Technician Training/Supervisory Duties</b> <ul style="list-style-type: none"> <li>➤ Assist Director with the development and implementation of kennel operation procedures and checklists.</li> <li>➤ Assist Director in the development of training materials and procedures for kennel technicians.</li> <li>➤ Provide training and continued education to all kennel technicians.</li> <li>➤ Perform constant quality assurance throughout the kennels to ensure a high standard of cleanliness through the facility.</li> <li>➤ Coach and train kennel technicians and how to gauge animal health and behavior.</li> <li>➤ Evaluate kennel technicians to determine appropriate training and correction as necessary.</li> <li>➤ Keep up with kennel technician time sheets and assist Director in maintaining proper scheduling at the Animal Shelter.</li> </ul> </li> </ul>	35%
<ul style="list-style-type: none"> <li>• <b>Kennel Maintenance Duties</b> <ul style="list-style-type: none"> <li>➤ Assists kennel staff in cleaning and maintaining dog and cat kennels/holding areas.</li> <li>➤ Assists kennel staff with monitoring animal health and behavior.</li> <li>➤ Assists the Director with developing and implementing efficient procedures and documentation to best monitor animal health and behavior in the kennels.</li> <li>➤ Assists with bathing, feeding, and tending to all animals in the Animal Shelter.</li> </ul> </li> </ul>	30%
<ul style="list-style-type: none"> <li>• <b>Animal Medical Care</b> <ul style="list-style-type: none"> <li>➤ Administers medicines and vaccinations to animals within the Animal Shelter.</li> <li>➤ Assists Kennel Staff with administering preventative treatment and tests on animals within the Animal Shelter.</li> <li>➤ Administers euthanasia on sick/injured/aggressive animals at the Animal Shelter as necessary once proper certification is acquired.</li> <li>➤ Ensures thorough medical records are maintained on all animals at the Animal Shelter.</li> </ul> </li> </ul>	20%
<ul style="list-style-type: none"> <li>• <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>➤ Communicates with clients at the front desk as necessary.</li> <li>➤ Maintains thorough and detailed records on kennel operations.</li> </ul> </li> </ul>	10%
<ul style="list-style-type: none"> <li>• <b>Other Misc Duties as Assigned:</b> <ul style="list-style-type: none"> <li>➤ Assist the Director with special projects under their direction as needed.</li> </ul> </li> </ul>	5%

## Qualifications

### Job Requirements

- Minimum of 1-2 years prior experience in a kennel, veterinary, or animal care setting.
- Multi-tasking abilities and time management skills.
- Strong leadership, communication, and record keeping skills.
- Excellent organization skills and attention to detail.
- Comfortable handling dogs and cats of any size and temperament.
- Must be able to obtain Euthanasia Technician Certification within 8 months of hire.
- Proficient with technology, i.e. Microsoft Office Products, Phone Systems, Etc.
- Ability to work weekends, evening, and holidays if necessary.
- Must be able to successfully pass a drug screen.
- Must have a valid driver's license.

### Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Ability to multi-task in a fast-paced environment.
- Ability to provide strong attention to detail.
- Ability to independently manage animal kennels and animal health/behavior.
- Ability to produce detailed and accurate records on a large amount of animals.
- Knowledge of dog/cat care, to include newborns, pregnant mothers, etc.
- Understanding of animal vaccination and disease prevention protocols.
- Ability to exercise patience with animals.
- Ability to correctly administer several types of vaccinations and preventative medicines to dogs and cats.
- Understanding of animal medical protocols.
- Understanding of animal behavior and warning signs.

- Ability to effectively manage a team and perform coaching/training/corrective measures as required.
- Ability to use computer software such as Microsoft Office to produce training documents, procedures, checklists, etc.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Animal Shelter & Rescue  
163 Progressive Drive Gaffney, SC 29340

#### Physical Demands:

Frequently requires the need to stand, walk, bend, and transport and reposition up to 100 pounds of animals/equipment/supplies from ground to waist and at waist level. Sometimes requires the need to sit and utilize computer equipment.

#### Mental Demands:

Continuously requires the general ability to learn, understand, implement, and teach instructions and underlying principles; understand, follow, and provide oral and written instruction, and the ability to make decisions in accordance with established procedures and policies and utilizing best judgement based on knowledge. Must be able to exercise patience dealing with animals and empathy understanding the animals to provide the best care. Must also understand 'greater good' principles and have the ability to euthanize an animal due to health/injury/aggression as needed once certification is obtained.

#### Work Environment:

Frequently loud due to animal barking, undesirable odors, concrete flooring, and all areas of work are not temperature controlled.

### Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

### Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.