

## **JOB ANNOUNCEMENT**

**POSITION: Domestic Animal Coordinator**

Department: TEPP

**SUPERVISOR: TEPP Director**

**SALARY: \$16.15/hour (Grade 13, Step 01)**

**ACCOUNT CODE: 20-4720-0000-24-6000**

**CLASSIFICATION: NON-EXEMPT**

**OPENS: June 3, 2024**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATIONS:** This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

**JOB SUMMARY:** Under the general supervision of the TEPP director the incumbent will perform outreach duties and pet care services for the TEPP Department and other tribal programs.

**BASIC FUNCTIONS:** The incumbent will be under the TEPP Director supervision and responsibilities include coordinating spay/neuter and other veterinary appointments, transporting pets to and from appointments, collecting and entering data, and engaging the community through a positive, non-judgmental approach, coordinating distributions, and patrolling assigned areas. The incumbent may have other duties as assigned throughout the department, without additional compensation.

**DUTIES:**

1. Will develop annual grant proposals, work plans and budgets to secure funding for the development and implementation of the Tribal Environmental Protection Program.
2. Will administer Tribal Grants to include the preparation and submission of quarterly reports and/or periodic evaluations and to negotiate the cooperative Agreements with funding agencies.
3. Conduct ongoing community outreach to people in focus communities, connecting pet owners with resources for their pets.
4. Coordinate spay/neuter and veterinary appointments with program partners and service providers.
5. Transport pets to and from spay/neuter and veterinarian appointments.
6. Collect all program and client data, maintain and keep current the Pets for Life database.
7. Manage program operating processes to ensure program meets strategic goals.
8. Cultivate strong relationships with local groups and programs in the focus community to further the Pets for Life program impact.
9. Will be sent on trainings and conferences.
10. Must perform additional duties and assignments as directed by supervisor.

**WORKING ENVIRONMENT & PHYSICAL DEMAND:** Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Primary functions require sufficient physical ability and mobility to work in an office/outdoor setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight upwards of 40lbs (this may be accomplished with assistive devices); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**MINIMUM QUALIFICATIONS & OTHER FACTORS INFLUENCING POSITION:**

1. Must have a High School Diploma or have successfully completed the GED Program.

2. Must have a valid Nevada or Idaho Driver's License and be insurable with the Tribes' insurance carrier.
3. Must have general knowledge of tribal procedures, policies/ procedures and laws.
4. Must be experienced in operating a computer workstation and competence in the use of the Internet and emailing.
5. Shall possess qualities necessary to work as a team.
6. Willingness to handle injured, ill and dead animals in potentially hazardous situations.

**OTHER FACTORS INFLUENCING POSITION:**

1. Must be dependable.
2. Commitment to treat animals and people with respect and kindness.
3. Must be able to handle pressure and stressful situations and show true professionalism with frequent interruptions and a high degree of public contact.
4. Ability to effectively communicate about the Pets for Life program to a variety of audiences