



*Otsego*  
**COUNTY**  
M I C H I G A N

**Otsego County  
Personnel Committee Minutes  
July 13, 2021**

Minutes

A meeting of the Otsego County Personnel Committee was held Tuesday, July 13, 2021, at 10:46a.m. in the conference room at the Otsego County Library.

**CALL TO ORDER**

Mr. Liss called the meeting to order at 10:46a.m.

PRESENT: Paul Liss, Doug Johnson, Julie Powers, Jason Caverson

OTHERS: Trisha Adam

EXCUSED: Rachel Frisch

**APPROVAL OF AGENDA**

Motion by Paul Liss to approve agenda as modified. Motion Carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

a. **Animal Control part-time irregular position**

Trisha Adam discussed the need for a part-time irregular Veterinary Technician for the Animal Control Department. The position would be utilized on an as needed basis for an average of 5 hours per week to assist with testing, animal evaluations and care plans. Motion by Jason Caverson to recommend to the Finance Committee the addition of a part-time irregular Veterinary Technician position for an average of 5 hours per week through the end of the year as presented. Ayes: All. Nays: None. Motion carried.

Mr. Liss adjourned the meeting at 10:51a.m.

# **OTSEGO COUNTY JOB DESCRIPTION**

## **VET TECHNICIAN (Part-time Irregular)**

**Supervised By:** Animal Control Director

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the supervision of the Animal Control Director, performs general veterinary technician duties for animals housed at the animal shelter on an as needed basis.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts physical examinations on assigned animals.
2. Performs general diagnostic testing.
3. Performs bloodwork, fecal, and urine testing on specific animals.
4. Communicates with the veterinarian that oversees the shelter animals.
5. Dispenses medications as ordered by the veterinarian.
6. Orders medications and communicates with representatives.
7. May assist with emergency livestock rollovers.
8. May assist the veterinarian during rabies shot clinics.
9. Performs other duties as directed.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

## Veterinary Technician

- High school diploma or equivalent, veterinary technician certification and some prior experience performing veterinary technician duties.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Ability to learn the principles and practices of shelter kennel care and cleanliness.
- Ability to follow sanitary procedures and practices, observing and caring for animals.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment, including some computer usage and the ability to learn applicable aspects of software programs used by the operation.
- Ability to attend to duties scheduled at times other than normal business hours.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 occasionally works in the office and primarily works in the kennel area. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, and view data on a computer keyboard.

While performing the kennel-related duties of the job, the employee is frequently required to talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to sit, stand, walk, run and move freely at any time. The employee must frequently lift and/or move objects of up to 50 pounds without assistance and may be required to restrain and/or control aggressive animals. The noise level in the work environment may be quiet to very loud. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to animal bites and unsanitary or unhygienic materials, animals and situations in the course of performing required duties.