

**Assistant Manager  
South Bay Pet Adoption Center  
Job Announcement**

---

## **Essential Job Duties**

**Primary Function:** Responsible for assisting in the management of daily operations at South Bay Pet Adoption Center in Hawthorne and acting as Manager of the South Bay Center in the absence of the PAC Manager, South Bay.

### **Essential Duties and Responsibilities:**

- Assist in daily management of SB PAC operations to ensure safe, sanitary and humane operations that are consistent with Society policy and in compliance with OSHA regulations
- Assist in supervising or assist with the proper care and feeding of the animals in spcaLA's care as needed
- Oversee the management of the Pet Adoption Center supplies (such as food, cleaning supplies and materials) are utilized efficiently - not to exceed annual budgeted dollar amounts
- Assist in supervising and training all shelter personnel and carry out supervisory responsibilities in accordance with Society policies and applicable labor laws as assigned
- Ensure that high quality customer service is provided to the public by all staff and volunteers
- Oversee or perform the impoundment, release, screening and selection, and adoption of animals in accordance with Society policies.
- Prepare shelter daily activities and operating reports, supply orders, and safety inspections as assigned
- Assist in ensuring the facility and equipment are properly maintained and the facility presents a clean, professional, and inviting appearance for the public
- Represent the Society in a professional and courteous manner at all times and exercise maturity and good judgment
- Act as PAC Manager in PAC Manager's absence
- Perform mobile adoptions as needed
- Media appearances and City Council meeting and shelter tours as needed
- Other duties as assigned

### **Job Related and Essential Qualifications:**

- Minimum 2 years experience in a lead supervisory role. Prior experience in an animal-sheltering, kennel or veterinary environment with a public or private agency preferred.
- Work well and communicate effectively, both orally and in writing, with the public, staff, vendors and volunteers
- Ability to operate a vehicle observing legal and defensive driving practices and operations of vehicle under all types of weather road conditions. Must maintain insurability to operate agency vehicles as a condition of employment.
- Ability to assist in euthanasia of animals in accordance with Society policy and State mandates
- Work with and restrain animals of all sizes
- Execute projects with little or no supervision
- Ability to multi task and problem solve efficiently in a fast paced environment

### **Knowledge of:**

- State and Federal laws, ordinances and regulations relating to animal care and OSHA compliance
-

**Assistant Manager  
South Bay Pet Adoption Center  
Job Announcement**

---

- Safe/humane handling of animals of varying sizes, temperaments and strengths
- Various breeds of dogs, cats and other domestic animals, various kinds of animal behavior and illness identification
- Computer skills which include Excel, Word, Outlook, Database familiarity
- Usage of office equipment (computer, typewriter, copier, fax machine, telephone, etc.)

**Physical demands:**

- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and hear
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height
- Perform works, which involves frequent lifting, carrying and/or pushing of 50 lbs., and occasionally lift, push and/or move up to 100 lb. or more

**Working Conditions:**

- Dealing with possible unruly, vicious, sick, injured and dangerous animals and impounding the same safely and humanely. Possible exposure to parasites and infectious diseases
- Dealing with possible hostile public
- Exposure to all types of weather conditions
- Heavy and fast-paced workload; strenuous physical activity
- The noise level in performing this job varies depending on the task being performed

**Salary Range:** \$54,000/yr This is a full time exempt position with benefits.

**Employment Location:** South Bay Pet Adoption Center  
12910 Yukon Avenue  
Hawthorne, CA 90250

Apply in person or email resume to [Jobs@spcaLA.com](mailto:Jobs@spcaLA.com)

**Application Deadline: Position Open Until Filled**

Please email resume to [jobs@spcala.com](mailto:jobs@spcala.com) or fax 323-730-5335

---