



City of Ames Temporary Animal Control Veterinary Technician

SALARY	\$16.88 - \$26.00 Hourly	LOCATION	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Temporary	JOB NUMBER	26-2304-01
DEPARTMENT	Police	OPENING DATE	07/06/2026
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?wmode=opaque&rel=0>

The City of Ames is in looking for a Temporary Registered Veterinary Technician to assist Animal Control division of the Police Department from approximately July - October 2026.

Under general supervision of the Animal Control Supervisor and the advisory shelter Veterinarian of Record, the Registered Veterinary Technician provides paraprofessional veterinary medical care and treatment for animals in the care of the Ames Animal Shelter.

This position is part-time approximately 25 hours per week, flexible schedule upon mutual agreement. This schedule is subject to change as coverage is needed due to influx of animal intake and staffing limitations.

This posting is open until filled.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Examples of Essential Job Functions

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Animal Health

- Coordinates and conducts intake animal health care assessments on animals entering the Shelter
- Vaccinates, deworms, and provides flea treatments to animals
- Takes and records vital signs
- Administers prescribed medications and immunizations
- Conducts physical assessments for behavior/temperament
- Observes animals for signs of illness, stress or poor behavior
- Assesses animals during post-surgery recovery
- Calculates drug dosages in accordance with Veterinarian instructions
- Coordinates the collection of blood, urine, feces, tissue and other diagnostic samples
- Monitors the care of animals post-surgery and during treatment
- Schedules and transports animals off-site for Veterinarian appointments
- Communicates necessary follow-up/discharge instructions or medical information to the public, potential adopters, volunteers and staff
- Follows established clinic policies, procedures and medical protocols
- Implants microchips
- Restrains animals during examinations and laboratory procedures
- Conducts Feline Leukemia (FeLV), Feline Immunodeficiency Virus (FIV), Heartworm Disease and other tests to help determine health status of animals
- Provides first aid and emergency treatment to animals in the absence of a Veterinarian and determines the need for immediate Veterinarian treatment
- Identifies, segregates, and isolates dangerous and/or ill/injured animals

Animal Care

- Cleans and disinfects kennels, cages, medical examination areas and animal handling equipment
- Assists with the duties and responsibilities of the Animal Control Attendant position and functions
- Feeds, waters and cares for a wide variety of animals
- Arranges for and provides appropriate species specific animal housing and nutrition
- Bathes and grooms animals as deemed necessary
- Performs minor kennel repairs or reports maintenance or repair needs

Records

- Files and maintains accurate records/logs of animals entering the Shelter
- Enters accurate data into animal control database
- Generates various reports for animals, controlled substances and other purposes
- Monitors controlled substances and use logs for legibility and accuracy

Volunteer Program

- Assists with the coordination of the volunteer training & orientation sessions with Shelter staff
- Coordinates special animal care related programs such as the foster care program

Other Essential Duties

- Assists with customer service duties as needed

- Assists Animal Control Officers or other staff with loading/unloading of animals
- Monitors, stocks and inventories medical clinic supplies
- Maintains positive, cooperative relationships with co-workers, volunteers and the public
- Prioritize needs, self-management of time, flexibility in completing tasks and always work as a team to accomplish goals/objectives

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Requires an associate degree from an AVMA accredited school of veterinary technology program and one (1) year of animal shelter or veterinary assistant experience. These are the minimum requirements for this position.

Licenses and Certificates: Requires a valid driver's license with safe driving record, successful completion of the VTNE and VTSE, and a valid Veterinary Technician license/registration through the Iowa Board of Veterinarian Medicine. All licenses/registrations must be maintained while employed in this position.

Knowledge, Skills and Abilities Required to Perform Essential Functions:

Knowledge of animal behavior, anatomy and physiology, common animal diseases and their symptoms, care and feeding of animals, and effective methods for cleaning and disinfecting facilities and equipment in a veterinary medical clinic setting.

Knowledge of current principles and practices of veterinary medicine; current veterinary techniques as they relate to the care and treatment of sick and injured animals in a shelter environment.

Knowledge of best practices and techniques for the safe and humane treatment of animals; humane methods for treatment and administration of medications and inoculations to animals; basic diagnostic procedures.

Knowledge of physical and behavioral characteristics of small animals.

Knowledge of work-related safety standards and procedures and the ability to interpret and follow those standards and procedures.

Knowledge of best practices for the safe and legal handling of medications and pharmaceutical supplies and equipment. Knowledge of local, state and federal animal laws and regulations, Drug Enforcement Administration (DEA) recordkeeping requirements and proper biohazardous waste management requirements.

Ability to understand and follow oral and written instructions. Ability to handle animals humanely and effectively under

stressful situations; handle aggressive, sick or injured animals and recognize normal and abnormal behavior and signs of disease or illness in animals.

Ability to communicate orally and in writing with pet owners, veterinarians, volunteers, the general public and Animal Control Officers. Ability to act quickly, calmly and appropriately in matters of medical urgency and emergency situations with a wide variety of animals.

Ability to use a computer to perform work-related tasks; ability to maintain accurate, complete and up-to-date records.

Ability to provide first aid and emergency medical treatment to a wide variety of animals.

Ability to utilize a wide variety of reference and descriptive data and information such as regulations, animal medical certificates, treatment/medical records, lab results, department forms, veterinary medicine manuals/textbooks, breed books, correspondence, and general operating manuals.

Ability to compare, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to accurately count items, add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Supplemental Information

PHYSICAL & ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities:

Stooping, kneeling, crouching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions. Medium work requiring exertion up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements:

Vision must be sufficient to perform office work and precision tasks associated with animal care. Vision cannot be inhibited by color blindness or other conditions that would interfere with the reliable visual identification of individual animals.

Environmental Conditions:

The work is performed in an environment that is subject to noise, heat, cold, animal excrement and odors, animal fur/dander, internal/external parasites, fumes from disinfectant chemicals and potentially aggressive/dangerous animals. Employee is also in contact with animals of unknown origin that have the potential to bite and potential exposure to zoonotic diseases, including rabies.

Employees assigned to the Animal Control Division are required to be vaccinated for rabies (pre-exposure) within two months of the date of employment at the expense of the City of Ames.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; hiring assessment; on-site interview, and completion of reference checks and a criminal background check, which includes a sex offender registry and motor vehicle record check, and a pre-employment physical/drug testing. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Depending on the number of qualified candidates, the City may forego phone interviews.

Prior history that may disqualify a candidate includes but is not limited to: criminal background, lack of integrity, dishonest behavior, failure to maintain confidential information, cash management issues, substance abuse of any kind and failure to accurately inventory, log and maintain controlled substance records.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Temporary Animal Control Veterinary Technician Supplemental Questionnaire

***QUESTION 1**

This position is **temporary** from approximately July – October, part-time 25 hours per week, flexible schedule upon mutual agreement. This schedule is subject to change as coverage is needed due to influx of animal intake and

staffing limitations. The rate of pay is \$16.88 -\$26.00 based on candidates qualifications.

Is this acceptable?

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you have a valid driver's license?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have an associate degree from an AVMA accredited school veterinary technology program? If you are answering yes, this MUST be listed in the Education area of your application.

- ☐ Yes
- ☐ No

***QUESTION 4**

In order to be eligible for a Veterinary Technician Iowa license or certificate of registration, one has to have passed both the VTNE and the VTSE.

Have you passed both the VTNE and the IaVTSE?

- ☐ Only VTNE
- ☐ Both VTNE and IaVTSE
- ☐ VTNE and another state's VT exam
- ☐ Neither exam

***QUESTION 5**

If you have taken any combination of the VT exam, have you received your Iowa Board of Veterinarian Medicine Vet Technician license/certification information?

If yes, please include your ID or certificate number and when it expires.

If no, please indicate when you anticipate receiving your license/certification information.

***QUESTION 6**

Based on the employment you have listed on your application under Work Experience, please describe your animal shelter and/or veterinary assistant experience. Please include length of time and location.

*** Required Question**