



Accepting applications for:

Hourly Kennel Assistant

Animal Services Division / Police Department

Application Deadline: Monday, September 28, 2026

Visit www.icgov.org/jobs to apply online

Wage: \$15.00 per hour

Flexible variable hours up to 24 hours per week including evenings, weekends and holidays

Job Summary:

Under direct supervision of senior staff, cleans and disinfects inside and outside kennel and caging areas where animals are maintained and cleans animal supplies. Moves animals to and from kennel or caging areas before and after cleaning, for exercise or medical treatment. Performs general custodial duties and some maintenance repair of equipment and caging. Feeds, bathes, and socializes impounded animals. May assist in performing screening tests including heartworm, leukemia, and fecal tests using prescribed methods and instructions. May assist in giving vaccines, medications and other general animal procedures. Updates animal informational sheets and impound cards with health information and personality traits. Washes windows and doors, cleans bathrooms, dries and folds laundry and changes light bulbs. Cleans counters and cupboards, floors and removes garbage. Assists in recording information regarding new stray animals. Compares lost animal reports with found reports. Assists the public with animal visits for adoptable animals, and answers questions relating to animal care and applicable City animal ordinances. Assists in reclaiming animals to their owners. Performs other duties as required.

Minimum Education, Experience, Certification/Licensure, Other:

High school diploma or equivalent required. Requires ability to handle domestic animals including dogs, cats, small mammals, reptiles and birds with appropriate equipment. Must have the ability to lift 70 lbs. Requires attention to detail, frequent bending, lifting, stooping, stretching and kneeling. Must pass criminal background check.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

