
Assistant Supervisor, Animal Care(Job Id 1508)

Location: US:KS:Overland Park

Category: Parks & Recreation

Employment Type: Employee

Post Date: 06/02/2026

Description

The City of Overland Park has a full-time **Assistant Supervisor, Animal Care** position available in the Parks and Recreation Department.

SUMMARY:

Assists with the Supervision of the Animal Care Division of the Deanna Rose Children's Farmstead (DRCF) operations. Performs routine animal care, including feeding, cleaning, animal waste disposal, health, and welfare. Assists with the maintenance of facilities. Provides educational materials and assistance to the public. Assists with record keeping and inventory control of animals on hand. Drives City vehicles and large machinery. Provides support to all areas of the DRCF.

RESPONSIBILITIES:

- Assists in Hiring, training and evaluating full time and part time employees.
- Assists Animal Care Supervisor and performs animal care such as worming, trimming hooves, beaks and talons, and giving vaccinations and other injections as needed. Observes animals to detect illnesses and injuries. Consults with a veterinarian to determine the type of medication or treatment needed.
- Plans and reviews feeding schedules and amounts for all animals. Monitors animal feed supplies. orders supplies when necessary; picks up, loads and unloads feed; stores feed properly to prevent spoilage and waste; prepares feed for distribution.
- Assists in planning and proposing of animal displays and procurement of animals.
- Assists in repair and construction, and landscaping projects. Performs basic carpentry and plumbing work. Paints buildings and signs. Operates hand and power tools and motorized equipment as required.
- Performs general maintenance and repair of equipment. Cleans and maintains equipment per equipment manual instructions.
- Ensures a safe environment for animals, visitors, and the general public. Leads in the standard operating procedures for the animal care division.
- Assures compliance with federal, state, and local regulations relating to Farmstead operations, such as material data safety sheets, hazard communication programs, and permit acquisitions. Obtains continuing education through professional organizations by attending necessary training sessions and seminars.
- Provides general information to the public through informal and formal speaking engagements and training sessions.
- Coordinates with other divisional personnel regarding equipment and personnel needs.
- Performs general office duties such as answering phones, responding to internal and external inquiries, assisting the general public and organizing files.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

REQUIREMENTS:

EDUCATION &SPECIAL LICENSE(S)/CERTIFICATIONS:

- A Bachelor's Degree in animal husbandry, zoology or a related field.
- Possession of an appropriate valid driver's license.
- Must maintain an insurable driving record.

EXPERIENCE:

- Two to three years of increasingly responsible experience in care and maintenance of farm and domestic animals and farm-related facilities, or an equivalent level of experience.
- Experience in operation of tractor, loaders, backhoes, and dump trucks preferred.
- Effective public relations skills and the ability to work with the public.

SKILLS:

- Good oral and written communication skills.

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- Attention to detail.
- Organizational skills.
- Basic math and accounting skills.
- Manual dexterity.
- Presentation skills.
- Good PC skills, including ability to use spreadsheets, word processing, presentation, and software applications.
- Facilitation skills.
- Time management skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend City, state, and federal regulations.
- Ability to prioritize work.
- Ability to meet deadlines.
- Ability to recognize and protect confidential information.
- Ability to train and guide others.
- Ability to work on several projects at once.
- Ability to read and understand technical manuals on animal care, equipment repair/maintenance and plant care.
- Ability to perform basic math and apply basic accounting principles.
- Knowledge of basic construction techniques.
- Ability to read and understand building plans and specifications.
- Ability to work independently.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.
- Knowledge of animal care and grooming.
- Mechanical aptitude.
- Ability to work in a hectic environment with many interruptions.

PHYSICAL REQUIREMENTS:

- Ability to reach, stand, crawl, bend, stoop, climb, push and pull.
- Exposure to extreme environmental conditions.
- Exposure to loud noises.
- Exposure to heights.
- Ability to lift 25 pounds and transport 20 feet.
- Ability to work in confined spaces.
- Ability to distinguish smells.
- Ability to identify and distinguish colors.
- Ability to operate various hand and power tools, such as router, drill circular saw, shovel, rake, hoe, hand mower, weedeater, rototiller, chain saw, power pruner, and leaf blower.
- Ability to operate City vehicles and large equipment, such as truck, front-end loader, skid loader, and riding mower.
- Ability to speak to individuals or groups for an extended period of time.
- Ability to restrain animals ranging in size from rabbits and eagles to bison.
- Ability to administer animal vaccinations and perform routine care of animals.
- Visual acuity to identify animal variations and abnormal conditions.
- Ability to operate various office equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct: None
- Indirect: Part time, seasonal employees and volunteers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

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Normal Work Hours: Variable schedule - full time (mgr to provide more details)

Salary Range - GRADE C: \$48,671.00 - \$54,153.48

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V