City of San José
CLASS SPECIFICATION

TITLE: Animal Shelter Coordinator (3258)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation & Neighborhood Services	Supervisor, Animal Services Operations	Non-exempt

CLASS SUMMARY
Performs the full range of animal services in the animal shelter. Maintains compliance with county and state laws, and city ordinances governing the restraint, licensing, vaccination, impoundment, care, and quarantine of animals. Provides lead direction to lower level Animal Services employees, including Animal Care Attendants, and volunteers. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS
This is the second of two levels in the Animal Shelter Services series. (The series consists of Animal Care Attendant and Animal Shelter Coordinator).   The Animal Shelter Coordinator is distinguished from the lower level Animal Care Attendant by its lead and training responsibilities, as well as performance of the more complex animal control and animal care duties. The Animal Shelter Coordinator is distinguished from the Supervisor, Animal Services Operations (field/shelter) who has full supervisory responsibility.

Incumbents in this class may need to work weekends, holidays, nights and rotating shifts, respond to emergency animal services assignments during off-duty hours, and wear a uniform.

Incumbents may be required to lift up to 100 pounds while handling animals and equipment; may work outside and be exposed to inclement weather, may be exposed to blood borne pathogens while using hypodermic needles on animals, may be exposed to animal scratches and bites, and may be subjected to moving mechanical parts, fumes, odors, gases, chemicals, pollens, and other airborne irritants.

QUALIFICATIONS
(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

<u>Minimum Qualifications</u>

Education and Experience
High school diploma and one year of experience similar in nature to an Animal Services Officer or Animal Care Attendant with the City of San José or two (2) years of experience in the care and handling of animals in a public or private facility that cares for and houses animals.

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Required Licensing (such as driver's license, certifications, etc.)
- Valid California Driver's License
- Note: Incumbents will be required to obtain euthanasia certification within one year following employment.

Other Qualifications
(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities
(Needed at entry into the job in order to perform the essential duties.)
- Ability to handle animals humanely and safely using approved protocols and practices.
- Skill in using the proper control techniques on animals entering the shelter.
- Ability to oversee and perform euthanasia of animals, using approved methods, in a safe and humane manner.
- Ability to independently interpret procedures, policies and directions to perform required tasks.
- Ability to lead and train others.
- Ability to read and comprehend the laws, ordinances, and regulations pertaining to animal control and animal care.
- Ability to prepare and maintain accurate records, including statistical records.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to safely and accurately operate department-approved tranquilizer devices.
- Ability to use chemical restraints, tranquilizers and traps to control aggressive or feral animals.
- Ability to use telephones and radios.
- Ability to use a variety of modern office machines and equipment, including personal computers.
- Knowledge of and the ability to identify the various dog, cat and other domestic animal breeds.
- Knowledge of contemporary methods of care and feeding of domestic and exotic animals.
- Skill in recognizing animal diseases and behavior problems.

Desirable Qualifications
(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)
- Euthanasia certification is desirable.
- Ability to administer vaccinations, with knowledge of the correct dose and recommended vaccination schedules.
- Valid certification as a Registered Veterinary Technician is desirable.
- Skill in recognizing animal diseases (including symptoms of rabies) and behavior problems.
- Ability to clearly explain orally and/or in writing, animal control and care procedures and regulations to the public.
- Ability to exercise tact and good judgment in all dealings with the public and promote

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quality customer service.
- Knowledge and comprehension of federal, state and local laws, ordinances and regulations pertaining to animal control and animal care.
- Knowledge of and exposure to all activities occurring in a high volume public animal shelter.
- Ability to evaluate temperament and behavior in dogs and cats.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Acts as a lead in the animal shelter over lower level Animal Care personnel such as Animal Care Attendants. Assigns, schedules and checks work, providing technical direction, determining priorities, and training staff as well as volunteers. As a lead, may sign timecards and may give input to the supervisor regarding the employee's performance evaluation, hiring, promotion, termination and discipline of employees.	Continuous
2.	Performs duties similar to the duties performed by Animal Care Attendants. These duties include receiving and properly kenneling animals, collecting fees, feeding and caring for impounded animals, cleaning, disinfecting, inspecting and maintaining shelter facilities, assisting the public in claiming or adopting animals.	Frequent
3.	Performs administrative duties such as completing and maintaining records (i.e; feeding, care needs and holding periods for impounded animals, etc.), generating operational reports, maintaining inventories of food, equipment, supplies, animals, etc.	Frequent
4.	Explains, interprets, and makes presentations of ordinances, codes, laws, rules, and regulations to citizens, groups, agencies, businesses, and other entities; participates in and coordinates public education programs, rabies and spay/neuter clinics.	Occasional
5.	Works cooperatively with other law enforcement groups when joint action is required; also collaborates with members of animal rescue and foster care groups.	As Required
6.	Monitors and observes animals for signs of illness or injury and seeks medical care as necessary, or separates sick and injured animals for observation; administers first aide or minor treatments to animals; assists the Shelter Veterinarian and/or Animal Health Technician in minor medical procedures such as vaccinations; Quarantines potentially rabid animals.	Continuous

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DUTY NO.	**TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:**	FRE-QUENCY*
7.	Humanely euthanizes and disposes of animals as necessary.	As Required
8.	Advises public of legal rights and explains and interprets animal control laws, ordinances, regulations, procedures, and policies.	As Required
9.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) _or_ "Continuous" (daily or approximately 20%+),
"Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+),
"As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 04/05; 3258s000