

COUNTY OF SOLANO

ASSISTANT ANIMAL CARE MANAGER/VOLUNTEER COORDINATOR

DEFINITION

Under administrative direction, plans, organizes, directs, coordinates, and supervises the volunteer program, and shelter services in accordance with codes, laws, and regulations, and with the primary objective to maximize the number of live releases possible. Acts in lieu of the Animal Care Manager in their absence. Performs related duties as required.

CLASS CHARACTERISTICS

This is a single position class having primary responsibility for Animal Care's Volunteer Program and the management of the Shelters facilities. The incumbent in this position will develop and implement a volunteer program, establish effective community relationships, and operate the shelter in a manner that will maximize the number of live releases possible.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Animal Care Director.

Provides supervision to animal care staff, volunteers, and inmate workers.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Manages and coordinates the volunteer program; performs community outreach; coordinates pet adoption events and programs, fundraisers, and public awareness programs.

Develops a general training program and a recruiting strategy for volunteers; creates new volunteer positions as necessary; maintains and processes volunteer paperwork; coordinate appreciation and recognition events; facilitate staff/volunteer communication and resolve conflicts.

Coordinate meetings of the Volunteer Program and publication of newsletter; develop public relations opportunities.

Compiles statistics and writes reports concerning volunteers and volunteer activities; analyze data concerning volunteer work.

Manages the operation of the Animal Shelter to maintain a safe, sanitary, and humane program utilizing modern techniques.

Confers with supervisory personnel to review and monitor operations, employee performance, and other administrative matters; participates in hiring and staff evaluation; provides for staff training and development.

Assumes overall responsibilities of the division in the absence of the Animal Care Manager.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of animal shelter and animal placement.

Methods and tools used in animal care, and control.

State and local codes and ordinances pertaining to animal care.

Volunteer programs and services.

Skills to:

Handle, medicate and euthanize animals in a humane manner.

Protect oneself and others from vicious animals by the proper use of tools and equipment.

Operates a personal computer, general office equipment

Use animal restraint and veterinary tools, equipment, and supplies, cleaning tools and equipment, and two-way radios.

Ability to:

Plan and effectively coordinate the work of others.

Evaluate program efficiency.

Communicate both verbally and in writing on a variety of levels.

Discuss department policy with administration.

Demonstrate tact and diplomacy.

Organize and set priorities for work assignments.

Make presentations before groups.

Establish and maintain cooperative working relationships.

Understand and implement department policies and procedures.

Develop and implement operational procedures.

Make decisions and independent judgments.

Understand program objectives in relation to departmental goals and procedures.

Plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

QUALIFICATION GUIDELINES

Experience:

Two (2) years of supervisory responsibility in an animal care/control agency, Humane Society, or any other agency involving the care and handling of domestic animals such as dogs and cats and/or volunteer programs.

Education/Training:

A Bachelor's Degree from an accredited college or university is required, preferably in business or public administration, economics, accounting, biological sciences, or animal sciences.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

SPECIAL REQUIREMENTS

Independent travel may be required.

Incumbents must receive pre-exposure rabies vaccination within three months of appointment.

Positions allocated to this class are exempt from provisions of the County's Civil Service Ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, traffic hazards, and noise.

Director of Human Resources

Established Date: July 2001

Revised Date: February 2003

BOS Date: June 30, 2003

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