**Class Summary**

The responsibilities of the Animal Services Coordinator classification are a combination of administrative support work combined with direct animal and facility care. The incumbent will provide assistance to potential adopters in selecting animals and educating them on behavior, care, training, laws and policies. They will also care for the animals by maintaining a properly sanitized facility and monitoring the animals, properly responding to their needs.

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from the other classifications in that incumbents perform a combination of both administrative support work and direct animal care.

**Examples of Duties**

1. Clean, feed, water and monitor animals.
2. Receive and release animals per established policies and procedures. Document and forward animal complaints.
3. Issue pet licenses and answer general inquiries from the public.
4. Educate the public on animal behavior, care, training, laws and policies; assist potential adopters in selecting animals.
5. Prepare and issue adoption, redemption and transfer paperwork; release animals and sell pet licenses.
6. Clean and sanitize to maintain a healthy and humane environment for animals, employees and visitors.
7. Coordinate adoption events; calendar and create outreach documents, communicate with stores with assistance from other staff.
8. Assist Volunteer Manager with distributing training materials and schedules for volunteers.
9. Assist volunteers with maintaining photos of adoptable animals and ensuring photos are in line with expectations.
10. Provide administrative support to Communications Manager to ensure adoptable pets are advertised or promoted online with partner organizations and website/social media.
11. Provide administrative support for various RASKC programs.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of general office principles and practices

Knowledge of proper English grammar, usage and spelling

Knowledge of King County animal control ordinances, policies and procedures

Kowledge of procedures and techniques for safe animal handling, identification and humane treatment

Knowledge of safe and proper lifting techniques

Skill in defusing potentially volatile situations and handling hostile pet owners and/or citizens

Skill in handling stressful and emotional situations

Skill in use of equipment to handle wild or vicious animals

Must be comfortable around animals and potential exposure to bites or scratches

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Ability to lift and carry animals weighing up to 50 pounds without assistance

Demonstrated proficiency with business applications, such as Microsoft Office suite other software applications relative to the position

**Education and Experience Requirements**

Two years of animal care and treatment experience or any combination of experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State legend drug and euthanasia certification OR will obtain certification within 12 months of hire date

Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 5/2016 - Created |