

<b>DEPARTMENT: Victoria County Health Department Animal Control Division</b> 122 Perimeter Rd, Victoria, Texas 77905		
<b>Position: ADOPTION COORDINATOR – PART-TIME</b>		
<b>Part-Time Position – 20 hrs wkly <i>Limited Benefits</i></b>	<b>Salary: \$12.50 - 13.50 hourly</b>	<b>Open until filled</b>

## SUMMARY

Facilitates adoptions of Animal Control department by evaluating both the potential adopter as well as the animal in an effort to find the best possible match. Coordinates and manages logistics of assigned adoption events/activities for Victoria Animal Control (VAC).

The ideal applicant must be enthusiastic with a strong work ethic, have leadership skills and superior customer service. The ability to work under pressure under changing circumstances is essential. The applicant must be self-motivated, detail oriented and have a tremendous love of animals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Interface with clients in a diplomatic and tactful manner in order to assist with the adoption process
- Must be able to remove personal opinions/views/judgements in order to make the appropriate animal/client match in professional manner
- Reviews adopter and animal profiles to determine suitability
- Data entry of all items relating to the approval of animal adoptions
- Identifies animal needs during the adoption process and makes the appropriate arrangements, if needed, prior to completing adoption
- Ability to maintain a clean and organized environment at offsite and adoption venues
- Set up and break down of events required
- Ability to handle and work with dogs and cats of all breeds, size and temperament
- Maintain event supplies, including adoption kits, forms, carriers and stock Off-site adoptions kit
- Perform other duties as assigned

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to provide accurate information to the public at all times
- Ability to handle and work with dogs and cats of all breeds, size and temperament
- Must adhere to the company's dress code
- Must have the ability to deal tactfully and effectively with the public
- Must have good oral and written skills
- General knowledge of care, cleaning and housing of domestic dogs and cats
- Ability to multi-task, organize and perform detailed tasks efficiently and with accuracy
- Ability to be diplomatic and informative
- Maturity, good judgment and a professional disposition
- Must be computer literate (working knowledge of Outlook, Word and Excel)
- Must have excellent phone etiquette
- Must be comfortable handling transaction fees and recording information appropriately
- Retail sales and/or customer service experience

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **EDUCATION AND/OR EXPERIENCE**

- Education equivalent to graduation from an accredited high school.
- Animal handling: 1 year (preferred)

#### **LANGUAGE SKILLS**

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers
- Ability to print and speak simple sentences.

#### **MATHEMATICAL SKILLS**

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

#### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out simple one or two step instructions.

- Ability to deal with standardized situations with only occasional or no variables

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear
- Stand for long periods, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and/or smell
- Up to 50 pounds lifting

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to wet or humid conditions
- Exposure to outdoor weather conditions
- Exposure to moderate noise levels.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or [www.vctx.org/employment](http://www.vctx.org/employment).

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901