



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Animal Adoption Coordinator	<u>Effective Date:</u>	May 2023
<u>Department:</u>	VictoriaCounty Animal Services	<u>Division:</u>	VictoriaCounty Animal Services
<u>Accountable to:</u>	Animal Control Supervisor	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate work helping the public to adopt animals, assessing the adoptability of animals at the shelter, and working with rescues to get animals out of the shelter.

This position falls under the PetSmart Charity Grant which is subject to continuation of grant funding and could mean position cut at end of the funding period.

Supervision Received

Work is performed under the moderate supervision of Animal Services Supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Works with the public to get animals adopted.
2. Works with rescues to get animals to rescue.
3. Draws blood, gives shots, microchips, oversees other administration of medication, and completes fecal swabs.
4. Speaks with citizens on the phone about adoptable animals.
5. Euthanizes animals that are unadoptable, sick, injured, or unwanted.
6. Sets up and goes to adoption events off site.
7. Input calls for services into the Animal Services Data management system

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (less than 1 year) experience required.
- Valid Texas Driver's License.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Occasionally
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.