

CLASS TITLE: SHELTER FLOW COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision and working closely with the Veterinarian and other staff, develops a working knowledge of all shelter animals through hands-on interaction and review of related paperwork and database information to move them efficiently through the shelter and maintain shelter population health and performs other related duties

ESSENTIAL TASKS:

- Evaluates shelter animals for outcome placement
- Evaluates animal's medical status and behavior on a daily basis to decide appropriate flow through shelter while maintaining records utilizing appropriate computer software
- Ensures animals have been evaluated and properly tested according to transfer partner's protocols
- Prepares for current day's surgery including preparing cages, producing paperwork, and moving animals on surgical list to holding area
- Distributes daily medication for shelter animals per veterinarian orders
- Prepares daily euthanasia list with clinic staff input
- Cleans and feeds all animals in the clinic, isolation and surgery prep area
- Resolves patron complaints or problems in animal receiving area
- Maintains non-medicine clinic supplies and a variety of other records
- Assists with euthanasia and vaccination of animals as required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and four (4) years of experience in the care and handling of animals including at least one (1) experience training or evaluating animals or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the methods of evaluating, capturing and handling animals; good knowledge of City ordinances related to animal control; good knowledge of the safety requirements of the work performed; working knowledge of dog and cat breeds, diseases, medical conditions, and animal handling and behavior; and knowledge of the geography of the City. Ability to handle animals safely with patience and gentleness; ability to maintain accurate records and reports; ability to work with a diverse group of volunteers; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve objectives and cause action or understanding; ability to react quickly and effectively in emergency situations. Skill in using computers and related software applications.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent standing and walking, lifting up to 40 pounds; frequent carrying up to 10 pounds and occasional carrying up to 60 pounds or more; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, handling, talking, and twisting; occasional kneeling, crawling, feeling, climbing, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License. Possession of Certified Euthanasia Technician certification from the Oklahoma Board of Veterinary Medical Examiners within nine (9) months of hire date.

Page 2 (continued from Shelter Flow Coordinator)

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and high noises.

Class Code: 6549

EEO Code: N-06

Pay Grade: OT-17

Group: Public Safety Technical

Series: Public Safety Technical

Effective date: April 12, 2017