

CLASS TITLE: ANIMAL PLACEMENT COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision responsible for assisting the public on adoption related concerns and using Tulsa Animal Welfare (TAW) policies and procedures to find appropriate homes for as many of TAW's animals as possible through adoption, rescue, transfer and foster placement while maintaining relationships with rescue groups, transfer partners and foster families and performs other related duties

ESSENTIAL TASKS:

- Responds to phone/email/social media inquiries about animals in shelter and foster care
- Maintains foster program
- Evaluates animals, especially owner surrender animals, for outcome placement
- Develops a working knowledge of all shelter animals available for adoption
- Maintains transfer program
- Determines which animals can/should go to rescue groups and identifies appropriate rescue group
- Assists with medical procedures 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) year of customer service experience in a fast paced environment with a variety of client needs; 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.

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 loud noises.

Class Code: 6548

EEO Code: N-06

Pay Grade: OT-17

Group: Public Safety Technical

Series: Public Safety Technical

Effective date: April 12, 2017