



Job Description
Town of Westerly

Job Title:	Animal Shelter Coordinator								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Director – Animal Shelter			Supervision Exercised:			Departmental Staff		
Last Revision:	12/2016								

General Summary:

This position is responsible for assisting the Director of the Animal Shelter in coordinating the daily activities of the shelter which includes animal welfare, adoptions, impounds, and release of animals. This position is also responsible for performing a wide range of office duties.

Essential Functions:

1. Directs traffic within the shelter by greeting visitors and announcing visitors to shelter staff.
2. Assists in organizing volunteer schedules.
3. Works with visitors to identify their issues and needs and facilitates resolutions to those needs.
4. Completes all phases of animal impoundments and adoptions, from impoundments, to interest forms, to completed adoptions.
5. Organizes and maintains supplies in and around the office.
6. Oversees the day to day administrative duties of the office by answering questions, checks and responds to phone messages and ensuring proper staff coverage.
7. Brainstorms with other staff and volunteers to resolve issues and improve shelter environment for animals.
8. Assists in all aspects of coordinating the animal shelter as directed by the Manager.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Acts as the Manager in their absence.
3. Update various databases.
4. Process impounds and adoptions.
5. Other related duties as assigned.

Education & Experience:

Education:

Associates's degree in public or business administration, communications, marketing, or related field.

Experience:

Two years of experience working extensively with animals which must include the caring for and feeding of animals. Experience must include working with undesirable animals or diseased animals.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Working knowledge in the principle, practices, laws, regulations and procedures of animal caretaking.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word
- Multi-task with a strong emphasis on researching, pursuing and administering grants.

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand			x	
Walk		x		
Sit		X		
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell			x	
Driving (including valid driver's license)		x		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds					x
Up to 25 pounds					x
Up to 50 pounds				x	
Up to 100 pounds			x		
More than 100 pounds			x		
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts			x		
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions				x	
Exposure to blood or other body fluids					x
Exposure to hazardous chemicals			x		
Vibration		x			
<i>Special Vision Requirements</i>					
	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.