



Salt Lake County Job Description

Animal Services Coordinator

DEPARTMENT: Public Works

JOB CODE: 104 **GRADE:** 012

SALARY PLAN: GEN

SAFETY SENSITIVE: Yes

DIVISION: Animal Services/4100

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 07/28/2015

JOB SUMMARY

Creates, coordinates, and administers division-wide policy and procedure management, emergency/disaster planning, employee training, ordinance management, fleet management, and employee recognition program.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Project Management, Communication, or other closely related field of study; OR four (4) years experience in animal care/welfare, public administration, volunteer and staff training programs, or other closely related field.

A valid Driver's License issued by the State of Utah is required to operate a vehicle within 60 days of hire date.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Maintains and administers internal policy and procedure databases. Provides advice and assistance for policy development. Communicates changes to staff.
- Maintains and administers an animal-related ordinance directory. Advises as to the necessity for ordinance changes.
- Plans, develops, and provides training and staff development programs. Assesses training needs and prepares training material. Evaluates training programs and implements program improvements.
- Creates, coordinates, and updates the emergency/disaster response and recovery plan. Assists in developing policies and procedures to support the plan.
- Coordinates the training for and development of National Incident Management System (NIMS) complaint incident command structures to support the Division Emergency Operation Response Plan.
- Coordinates the day-to-day and long-term fleet operations. Develops operating procedures, provides periodic reports on operating costs, and advises on annual budget projections. Coordinates purchasing and or leasing, maintenance, and disposal of vehicles and equipment.
- Supervise staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.

- Manages and monitors the development and administration of the employee recognition program.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program administration and coordinator
- Employee development principles and practices
- Policy, procedure, and ordinance development and implementation
- Modern computers and software

Skills and Abilities to:

- Research, develop, interpret, and communicate ordinances, codes, regulations, and policies and procedures
- Design, develop, implement, and evaluate training plans
- Act quickly and calmly in emergency situations
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations
- Demonstrate ability to oversee large projects
- Work independently
- Learn new software applications

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Though this position works in a typical office setting, employees are frequently exposed to loud noises, unpleasant odors, cleaning agents, pet dander, zoonotic diseases based on the work environment.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017 MB