

**ANIMAL CARE COORDINATOR****NATURE OF WORK**

This is specialized work assisting in directing clinic or kennel operations for the Animal Care and Control Division.

An employee in a position allocated to this class is responsible for performing a variety of responsible duties assisting in directing and coordinating the clinic or kennel operations of the County's Animal Care and Control Division. Work is performed under general direction and is reviewed through conferences, written reports and observation of results obtained.

**EXAMPLES OF WORK**

Orders drugs and supplies/bite inventory - animal count.

Assigns the work of feeding, cleaning and caring of impounded animals at the facility.

Directs and assists in the maintenance of cages, runs, buildings and grounds at the facility.

Makes daily inspections of the shelter to ensure work is accomplished effectively and on schedule.

Checks daily, the physical condition of all animals housed within the compound.

Keeps time sheets and prepares weekly schedules for personnel.

Acts as liaison between the veterinarians and the clinical staff.

Maintains an inventory of all non-regulated and regulated drugs and medical supplies.

Maintains the daily log sheet system; records all activities performed within the clinic; records surgery performed; records animals euthanized.

Assists in compiling weekly and monthly progress reports and projection figures for the clinic or kennel operation.

Ensures that veterinarian instructions are carried out by the staff.

Schedules surgery for animals.

Drafts letters and writes reports relating to area of assignment.

Assists in activities described in Animal Care Veterinary Assistant on an as needed basis.

Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the remedial care of animals.

Knowledge of the principles and techniques of assigning and reviewing work of subordinates.

Ability to handle and restrain sometimes dangerous animals.

Ability to prepare and deliver comprehensive reports verbally or in writing.

Ability to understand and follow instruction, both oral and written.

Sufficient strength and agility to perform assigned tasks.

Ability to use laboratory test equipment.

**ANIMAL CARE COORDINATOR - CONT'D****MINIMUM ENTRANCE REQUIREMENTS**

Graduation from high school or an equivalent recognized certification and two to three (2-3) years of similar experience in a veterinary office, kennel, animal shelter or similar facility; or any equivalent combination of related training and experience.

**NECESSARY SPECIAL REQUIREMENTS**

Must be willing and able to undergo pre-exposure rabies treatment/vaccination.

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