

**COOS COUNTY SHERIFF'S OFFICE / GABE FABRIZIO, SHERIFF**  
**ANIMAL SHELTER OPERATOR / JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES**

This busy position works full time at the Coos County Animal Shelter performing general office administrative and recordkeeping duties, as well as the maintenance and upmost care of animals (domestic or wild) in the shelter.

**SUPERVISION RECEIVED**

Works under the general direction and supervision of the Administrative Captain or designee.

**SUPERVISION EXERCISED**

Supervision of employees, is not generally the responsibility of the Shelter Operator, though position may be asked to exercise discretionary assignment of duties over shelter volunteers

**EXAMPLES OF WORK**

An employee in this classification will perform any or all of the following duties. However, these examples do not include all of the tasks an employee may be expected to perform.

1. Receive dogs and cats (and possible other animals) admitted to the shelter. Place animals in kennels and maintain impound and care records using data entry and computer systems.
2. Will be responsible for operating cash register, performing credit card transactions, and issuing receipts for adoptions, donations, dog licenses, etc. Responsible for selling dog licenses and processing citations for non-compliance with licenses.
3. ~~Will be required to obtain certification valid in the State of Oregon for the euthanizing of animals within 6 months of hire. Will be required to perform humane euthanasia once certified.~~
4. Clean and maintain animal cages daily. Ensure animals are fed and watered daily.
5. Handle the intake of dogs and cats (owner surrender, strays and police impounds).
6. Maintain records of volunteers and provide training to new volunteers.
7. Answer the phones and respond to general questions from the public regarding shelter and adoption policies.
8. Maintain recordkeeping of adoptions, animals and other general records. Data entry required.
9. Manage live trap and carrier rental program for citizens.
10. Manage online portals such as website, Facebook posts.
11. Responsible for preparing weekly dog license report for the Coos County Clerk.
12. Schedule spays / neuters of Shelter animals, as required.
13. Vaccinate, deworm, and administer flea treatment of animals.
14. Will be required to assess the health and wellbeing of animal and create treatment plans as necessary
15. Must be able to provide excellent customer service, and represent the Coos County Sheriff's Office in the highest standard.

**MINIMUM REQUIRED QUALIFICATIONS**  
**KNOWLEDGE, SKILLS, ABILITY AND CONDITIONS**

Knowledge of: Requires working knowledge of canine care, behavior and handling; laws relating to canines; reasonable knowledge of geographic area of Coos County.

Skill and ability to: Coordinate activities and responsibilities of volunteers; safely operate all department vehicles; identify different breeds of canines; promote good public relations. Work independently and as part of a team, and represent the County and the office in a positive manner.

Ability to: Ability to speak, write and effectively convey information; follow oral and written directives; adjust to priority changes and remain calm during confrontational situations; make decisions independently and use initiative and judgment in carrying out duties and responsibilities; prepare and maintain records and reports; work in an office environment and in all types of weather conditions; work with, train, and supervise volunteers; courteously meet and deal effectively with other employees, public agencies, community agencies, vendors, victims, volunteers and the public. Requires frequent bending, lifting and reaching, and carrying up to 50 lbs. (dog food bags, etc.). Regular and consistent attendance is required. Work environment can be loud at times; hearing protection will be provided.

**EXPERIENCE, TRAINING AND QUALIFICATIONS**

Preference may be given to candidates with at least one year experience in work relating to the care and handling of canines and other animals in stressful situations and environments. High School Diploma or equivalent; ~~possess a valid Oregon Drivers License;~~ possess the physical ability to interact with others and physical ability to keep up with fast pace of the shelter activities; perform keyboard activities, ~~Ability to operate Sheriff's Office motor vehicles.~~