



Victoria County, TX

122 Perimeter Rd, Victoria TX 77904 and
PetSmart, 7812 Zac Lentz Pkwy, Victoria TX 77904

<u>Position Title:</u>	Animal Services Adoption Coordinator	<u>Effective Date:</u>	Open until filled
<u>Department:</u>	Animal Services	<u>Salary:</u>	\$15.50 per hour
<u>Accountable to:</u>	Animal Services Director & Supervisor	<u>Status:</u>	Non-Exempt; Full-time

Primary Objectives

This is a grant funded position which will be focused on off-site adoptions at PetSmart in Victoria TX. This position is funded for 1 year. Facilitates adoptions for Animal Services Department by evaluating both the potential adopter as well as the animal in an effort to find the best possible match. Coordinates and manages logistics of PetSmart adoption events/activities for Victoria County Animal Services (VCAS). This position will be required to work every weekend.

The ideal applicant must be enthusiastic with a strong work ethic, have leadership skills and superior customer service. The ability to work under pressure under changing circumstances is essential. The applicant must be self-motivated and detail oriented.

Supervision Received

Work is performed under the moderate supervision of Animal Services Director and Animal Services Supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Interface with clients and PetSmart employees in a diplomatic and tactful manner in order to assist with the adoption process.
2. Must be able to remove personal opinions/views/judgments in order to make the appropriate animal/client match in professional manner.
3. Data entry of all items relating to the approval of animal adoptions using multiple data collection programs.
4. Identifies animal needs during the adoption process and makes the appropriate arrangements, if needed, prior to completing adoption.
5. Ability to maintain a clean and organized environment at offsite and adoption venues.

6. Set up and break down of events required.
7. Get animals ready for adoption event each week prior to weekend adoption events.
8. Ability to handle and work with dogs and cats of all breeds, size and temperament.
9. Maintain event supplies, including adoption kits, forms, carriers and stock Off-site adoptions kit.
10. Must adhere to PetSmart grant and County rules.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (1 year) experience preferred.
- Valid Texas Driver's License.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to provide accurate information to the public at all times.
- Ability to handle and work with dogs and cats of all breeds, size and temperament.
- Must adhere to the department dress code.
- Must have the ability to deal tactfully and effectively with the public and PetSmart Employees.
- Must have good oral and written skills.
- General knowledge of care, cleaning and housing of domestic dogs and cats.
- Ability to organize and perform detailed tasks efficiently and with accuracy.
- Ability to be diplomatic and informative.
- Maturity, good judgment and a professional disposition.
- Must be computer literate (working knowledge of Outlook, Word and Excel).
- Must have excellent phone etiquette.

- Must be comfortable handling transaction fees and recording information appropriately.
- Retail sales and/or customer service experience.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for long periods of time.
- This is medium work requiring some physical agility such as: walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, taste and/or smell, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.