



HUMANE SOCIETY
OF MARATHON COUNTY

JOB DESCRIPTION Shelter Operations Coordinator

Reports To:	Executive Director	FLSA Status:	Non-Exempt
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The Humane Society of Marathon County (HSMC) provides animal sheltering services to Marathon County in accordance to Federal, State and County regulations. The HSMC accepts stray, injured and unwanted domesticated animals both from the general public and the animal control agencies of contracted municipalities.

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

Performs supervisory and administrative responsibilities involving the coordination the operations of the shelter including ensuring the implementation and observance of applicable laws, rules and regulations governing shelter operations. The position provides general supervision for shelter staff in conjunction with the Executive Director.

Education and Experience Requirements

Required: High school diploma or equivalent, associate's degree in related field preferred.

Two (2) to four (4) years of progressively responsible experience in the operation of animal control, sheltering or kenneling facilities.

Valid Wisconsin Driver's license with good driving record.

Current Certification or ability to obtain Certified Euthanasia Technician (CET) designation within three (3) months of hire.

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Completes animal related paperwork and creates records related to adoptions, claims, bite reports, police records, lost/found and veterinarian care.
- Coordinates the daily operation of the shelter in accordance with Federal, State, County and shelter regulations, policies and procedures in direct support of the Executive Director.
- Ensures the appropriate provision of information to the public regarding animal control regulations and reclaiming of a lost pet. May include public awareness and educational programs with schools, groups.
- Provides input to Executive Director regarding the Humane Society's budget and operates within budgetary authority.
- Assists with volunteer coordinator in recruitment, training and support of volunteers.
- Administers and monitors animal care and customer service including: cleaning, feeding, adoptions, reclaims, citizens turning animals in to the shelter (owned and stray), euthanasia and customers.
- Promotes the shelter in the media as directed.
- Ensures compliance with State Department of Agriculture license regulations in the application of drug for euthanasia and maintains records required by State regulations and County policies.
- Provides licensing information to counties and municipalities.

- Trains, coordinates, schedules and evaluates assigned personnel in accordance with HSMC policies.
- Initiates daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.
- Performs other duties as assigned by the Executive Director.

Competencies

- Must be physically able to perform assigned duties.
- Methods and procedures of managing animal shelters.
- Laws, rules and regulations governing the operation of animal shelters.
- Pet Point Data Management System
- Effectively coordinate the operation and duties of the animal shelter.
- Prepare work schedules and direct staff.
- Handle animals safely and effectively.
- Give shots and euthanize animals.
- Establish and maintain effective working relationships with others encountered in the work.
- Communicate effectively orally and in writing.

Physical and Working Environment

Normal mental and visual attention required. Physical efforts require regular bending, reaching, kneeling, standing, lifting, carrying and restraining animals, and the operation of vehicles and equipment. Work requires potential exposure to rabid animals, frequent interruptions, high noise levels, animal feces, animal allergens, bites, scratches, adverse weather, traffic, cleaning chemicals, fumes, dust, etc. Safety procedures must be adhered to at all times. Work is also performed in a classroom or office setting.

Employee is subject to work some weekends, holidays and beyond normal scheduled hours depending on the needs of the organization.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by HSMC. Further, I acknowledge that this job description is neither an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

In compliance with the American with Disabilities Act, NCHC will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer. The Humane Society of Marathon County is an Equal Opportunity Employer.

Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Interview (Month/Day/Year):

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Applicant Data

How were you referred to us:

Position Applied for:

Full Name:

Address:

City:

State:

Zip:

Phone:

Mobile/Pager/Other:

E-mail:

Date Available to Start:

Social Security Number:

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Salary Requirements:

If you are under 18 years of age, can you provide a work permit? Yes No If no, please explain:

Have you ever worked for this company? Yes No If yes, when?

Are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No If yes, give dates and details:

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number (if applicable to position):

State:

Education History

Name & Location of High School:

Did you graduate?

Name & Location of College:

Years attended:

Degrees completed:

Other Subjects Studied:

Trade, Business or Correspondence School:

Years attended:

Subjects Studied:

Did you graduate:

Summarize Your Special Skills or Qualifications

Previous Employment (begin with most recent position)

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____
Company Name _____ Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____
Company Name _____ Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____
Company Name _____ Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature of Applicant: _____ Date: _____

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