



Madison County Government Vacancy Announcement

Animal Services Coordinator

Position Summary:

Performs administrative and maintenance work in the County's Animal Services Center. Schedules the activities associated with the Animal Services Center, and performs administrative work related to the Animal Services Center's operation. Administrative duties include planning and participating in Animal Services activities; preparing and maintaining animal information records and files; returning animals to owners; euthanizing animals when needed; responding to and handling citizen complaints; keeping appropriate records; and preparing periodic reports. Will be required to work weekends, evenings, and holidays.

Work is performed under the direct supervision of the Animal Services Director.

Where to apply:

To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>.

The position is open until filled. Submit a NC State application with a cover letter to the Madison County Human Resources Office at 107 Elizabeth Lane, Marshall, NC 28753.

Applications will also be accepted via email at: hr@madisoncountync.gov

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Plans and participates in Animal Services activities.
- Assists Animal Services Director in the handling of citizen complaints & contact with public.
- Returns animals to owners.
- Assists Animal Services Director in the managing of social media sites.
- Prepares reports and maintains records of Animal Services Center activities.
- Assists or performs euthanasia, vaccinations, and de-worming of animals as needed.
- Participates in program planning and assists with determining budgetary needs.
- Assists overseeing the work of volunteers and community service employees.
- Encourages and facilitates animal adoptions.
- Cleans kennels and other areas of the Animal Services Center as needed.
- Serves as liaison with local veterinarians as needed.

Knowledge, Skills & Abilities:

- Considerable knowledge of federal, state, and local laws and ordinances.
- Ability to perform sensitive assignments independently and effectively.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to prepare clear and concise records and reports.
- Ability to establish and maintain working relationships with co-workers and the general public.
- Displays sound judgment and independent initiative in pursuit of work objectives.
- Working knowledge of Microsoft Office Systems and related software.
- Working knowledge of safety practices concerning the handling of impounded animals.
- Working knowledge of breeds and temperaments of animals for potential adopters.
- Working knowledge of pet-overpopulation challenges and methods for reducing it.

Education and Experience:

- High school diploma/GED and training in animal welfare, or an equivalent combination of training and experience.
- Associate degree preferred & strong preference for prior experience as a Veterinary Technician or experience in a commercial kennel setting.
- Must be a “Certified Euthanasia Technician” in the State of NC or obtain certification within 6 months of date of hire.
- May be required to obtain a “Certified Rabies Vaccinator” certification in the State of NC.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional physical requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must be able to perform heavy work exerting 100 pounds of force occasionally, 50 pounds of force frequently, and 10 pounds of force regularly.

Requirements:

Applicant must be in possession of a valid NC driver’s license. Applicant must be willing to submit and pass a pre-employment drug screen as well as a criminal background check. This position is subject to health and safety sensitive random drug testing.

Salary:

Annual salary of \$35,360.00. This position is non-exempt under the Fair Labor Standards Act. This position comes with a benefits package including paid health insurance, dental, eye, and other supplemental insurance options. Paid sick leave, paid vacation leave and paid holidays.