

DOG CARE AND OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is a dedicated and compassionate individual who will oversee the welfare and management of animals under municipal care. This role combines hands-on animal care with administrative responsibilities, supporting the Dog Control Officer and ensuring compliance with local and state regulations. The incumbent will oversee the day-to-day operations of the animal shelter and works under the general direction of the Superintendent of the DPW. A Dog Care and Operations Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides daily feeding, grooming, exercise, and enrichment for dogs in custody;
- Monitors health and behavior, reporting concerns to veterinary staff;
- Administers basic treatments and ensures rabies vaccination protocols are followed;
- Maintains clean, safe, and sanitary kennel environments;
- Coordinates transport of dogs to veterinary appointments and other designated locations;
- Schedules staff, dog intake appointments, and adoption visits;
- Maintains accurate records of each dog's health, behavior, and care activities;
- Prepares reports for the Superintendent of the DPW on shelter operations, incidents, and compliance;
- Coordinates with local rescue organizations and veterinary clinics;
- Trains staff on all required trainings;
- Coordinates with local agencies on adoption events;
- Responds to public inquiries regarding adoption.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of animal care, kennel operations, or veterinary assistance preferred; strong organizational and communication skills; ability to perform physically demanding tasks including heavy lifting; familiarity with record-keeping and scheduling software; knowledge of NYS Shelter and Animal Care standards; ability to communicate effectively; accuracy; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or one year of clerical office experience and either:

- A) Successful completion of a course involving the use of personal computers;

OR

- B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

- C) Knowledge of personal computer equipment, operations and functions.

SPECIAL REQUIREMENTS: Possession and maintenance of a valid driver's license; rabies vaccination required prior to appointment.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 7/16/26