

## **LIVE RELEASE COORDINATOR**

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### **DEFINITION**

Under general supervision this position assists the Animal Control Division in the administration and coordination of live release programs and services; performs a variety of duties involving the care, keeping, treatment and control of animals; performs routine administrative tasks; and other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Live Release Coordinator performs tasks leading to increased numbers of shelter animals being rescued or adopted, and performs tasks at the animal shelter related to the care of animals housed at the shelter.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties and may be assigned duties which are not listed below. Marginal duties are those which are least likely to be essential functions for any single position in this class.*

1. Plans, develops, coordinates and evaluates current and new programs and services to facilitate the live release of animals brought into the shelter
2. Develops promotional campaigns and prepares articles and advertisements regarding Animal Control Division program and adoption activities, assists in maintaining website/Facebook pages.
3. Serves as the Animal Control Unit's liaison with advisory boards, community groups, animal rescue groups, local business and organizations as directed.
4. Maintains records and prepares reports pertaining to the live release program, including but not limited to adoption records and participation in adoption events
5. Handles public inquiries that may arise involving adoption or rescue programs
6. Provides assistance in the daily operations of the Animal Control Shelter when needed, as directed.
7. Performs other job related duties as assigned.

### **EMPLOYMENT STANDARDS**

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#### **Education and/or Experience**

High school Diploma or GED, two years experience in customer service and/or animal care are desirable; or any combination of training and experience that provides the desired knowledge and abilities.

#### **Knowledge of:**

Animal control programs and volunteer services; public relations and customer service; and automated office equipment, software programs and basic web-based applications.

**Ability to:**

Work comfortably around animals, including those who are sick, injured, or who may be euthanized; plan and coordinate their adoptions and rescues; work in a fast paced environment managing multiple competing tasks and demands; work cooperatively with different personality types; effectively communicate verbally and in writing; prepare clear and concise reports; coordinate individual and group activities and events; establish and maintain effective working relationships with officials, agencies, community groups, staff and volunteers; speak effectively before groups of people, use automated office equipment and software programs; work independently, and maintain confidential information; and ability to perform cash handling and financial transactions and record keeping.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License.  
Candidates will be required to pass a police background investigation.

**Physical Demands**

Strength, stamina, coordination and balance to walk on uneven or slippery surfaces, bend and reach to retrieve objects. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 75 lbs.

**WORKING CONDITIONS**

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Periodic contact with angry and upset individuals. Temperature fluctuations due to both seasonal extremes and working in and out of doors. Employees may be around animals that are agitated or injured and that may attempt to bite or scratch. At times, worksite will be loud from barking dogs.

Date Amended: July 10, 2017