

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2014-093**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the Animal Control Department:

1. Operations Coordinator

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 24 June 2014

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
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Kenneth L. Tabb  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Operations Coordinator**

*June 24, 2014*

**Animal Control  
Pay Grade 9**

**Job Summary**

The purpose of the position of Animal Control Operations Coordinator is to provide administrative support to the Hardin County Animal Shelter under the direct supervision of the Animal Control Director. The person holding this position is responsible for overseeing the clerical and administrative functions of the animal shelter. This person will oversee the volunteer program. A thorough knowledge of day to day operations of animal shelter and a thorough knowledge of county government operations is a must. The Operations Coordinator will perform any other jobs that may fall under this class title per the Animal Control Director's instructions.

**Major Essential Duties**

- Supervises Animal Control Receptionist
- Serve as Volunteer Coordinator
- Coordinate services for visitors to the shelter (i.e. animal adoptions, collect adoption fees)
- Identify staff and volunteer development and training needs and coordinate measures to correct the deficiencies.
- Develops work schedule for volunteers
- Updated required documentation for the Veterinarian.
- Develops the work schedule for part-time employees to make sure they stay within hourly guidelines
- Respond to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Place outgoing telephone calls in support of office activities
- Advise local personnel in regard to county policy and procedures as appropriate
- Insure that all office equipment is in working order and request necessary maintenance
- Maintain files, SOPs, office correspondence, and documents
- Keeps license and certification documentation up to date on all shelter employees
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture
- Prepare regular monthly, annual and specialized reports as required
- Must maintain confidentiality when required
- Assist in preparing monthly department reports

### **Minor Essential Duties**

- Distribute public notices to media
- Support and participate in training, exercise programs and classes
- Maintain the office calendar, office time, and attendance records
- Approves ordering and receiving office supplies
- Perform any other tasks as required by the Animal Control Director.

### **Supervisory Responsibility**

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions on county government under the direction of the Judge/Executive's Office

- Supervise the receptionist, kennel techs and volunteers within the Animal Control department, which may include the following:
  - Assisting with hiring, training, developing and work assignment
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

### **Relationships**

The Animal Control Operations Coordinator performs duties within the Animal Control department under the direct supervision of the Animal Control Director.

### **Qualifications**

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

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of county government operations is preferred

#### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, and insurance vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills

#### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio, percent, and draw and interpret graphs

***Reasoning Ability***

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the county's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

***Certificates, Licenses, Registrations***

- Current Commonwealth of Kentucky driver's license

***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management

***Pre-Employment Requirements***

- Must submit to and pass a through background investigation, which may include the following
  - Credit history
  - Criminal records
  - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude(misdemeanor convictions will be considered on an individual basis)
- Must submit to and pass a pre-employment drug screening and alcohol test
- Must be 18 years of age or older

**Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit  
Talk or hear  
Use hands to type, handle paper, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low to moderate.

### **Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 18 years of age

Date Approved:





Harry L. Berry  
Hardin County Judge/Executive