

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SPAY & NEUTER ADOPTION PROGRAM COORDINATOR
DEPARTMENT: ANIMAL CONTROL
REPORTS TO: VARIOUS

CLASS CODE: 2019
FLSA STATUS: N
DATE: 09/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Serves as lead worker and performs professional level functions involving project development, implementation and maintenance of spay/neuter and mobile adoption programs including: identifying needs; developing resources; recruiting and coordinating volunteers; and overseeing the fiscal and administrative activities of the program.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develops, implements and/or administers programmatic functions, including: coordinating and scheduling of mobile van; recruiting volunteers and program providers; collecting and recording of data; receiving and disseminating program information and direction; conducting training; instructing participants in the operation and use of equipment; creating and/or ordering materials, flyers, posters, press releases, etc.; making presentations to groups and schools; advertising program services; resolving problems; attending project-related meetings; overseeing the fiscal and administrative functions; and developing programs to secure financial support.

Tracks program progress of clients/patients and follows up; ensures and maintains confidentiality of information; audits records to ensure program compliance and quality of services.

Prepares and monitors program budget and work plans, including: reviewing project budgets; reviewing billing statements, and writes grants by researching funding opportunities.

Prepares reports utilizing a variety of software; receives, sorts, and summarizes material or data for the preparation of reports; develops project policy and procedures.

Monitors productivity and effectiveness of program; resolves problems; and ensures meeting project mission and goals.

Prepares and manages various veterinarian contacts, MOU, grant and foundation requirements.

May serve as backup for other assignments.

Performs other related duties as assigned

MATERIAL AND EQUIPMENT USED:

General office equipment	computer	calculator
fax/copy machine	typewriter	telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Education: Any combination of course work and training, which would provide an opportunity to acquire the knowledge and abilities, listed. Normally, academic course work in public administration, business administration, management, accounting, psychology or closely related courses would provide such opportunity.

Experience: Work experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, some experience related to general administration, accounting, budgetary analysis, or personnel work including the compilation, tabulation, analysis, and presentation of statistical and narrative written reports would provide such opportunity.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

A valid California class C driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative techniques and principles of organization, budget and personnel administration.

Data collection techniques and applications.

Application and use of basic statistics.

Methods and techniques of research methodology, analysis and report presentation.

Interviewing techniques sufficient to obtain information related to employment and administrative matters.

Computer applications and hardware related to performance essential to the job including: database, spreadsheet, word processing, and basic methods of graphic presentations.

Skill in:

Organizing, assigning, leading and reviewing the work of others.

Scheduling, evaluating, and report writing.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Mediation and problem solving.

Researching, compiling, and summarizing a variety of informational and statistical data.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer to accurately and rapidly enter and retrieve data and information.

Mental and Physical Abilities:

Collect, compile and analyze qualitative and quantitative data.

Understand, interpret, and explain laws, regulations and policies governing program operations.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with management, employees, clients and the public.

Understand program objectives in relation to departmental goals and procedures.

While performing the essential functions of this job the employee is regularly required to sit, use hands and fingers, to handle or to feel, and to speak and to hear.

While performing the essential functions of this job the employee is regularly required to use color, sound, odor perception and discrimination.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 40 pounds

Working Conditions:

Work may be performed in an office, motor vehicle, inside or outside with exposure to outdoor temperatures, dust or dirt. The incumbent=s working conditions vary from moderately quiet indoors to outdoors environmental and community noise.

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.