

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Behavior Coordinator	<b><u>CLASS NUMBER:</u></b> 20013	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Animal Care & Control	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A10	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Shifts Vary	<b><u>SUPERVISOR (PCN):</u></b> Animal Care Manager (071020)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Behavior Coordinator classification is to assess dogs for foster, rescue or adoption placement and to enhance and assess the lives of the canine population ensuring the 'Five Freedoms' are met. Develop, manage and perform ongoing enrichment exercises.

**JOB DUTIES:**

Responsible for assessing dogs for adoption, rescue, or foster placement, as well as take part in euthanasia decisions when appropriate. Advocate and support open selection and welcome adoptions. Implement and provide enrichment and training protocols for individual dogs both in shelter and in foster care. Participate, lead, and train others in playgroups. Playgroup philosophy and guidelines provided by Dogs Playing for Life. Demonstrate ability to break up a dog fight safely and effectively. Evaluate behaviorally challenged and potentially aggressive dogs. Create behavior plans and follow up daily to ensure proper implementation. Be knowledgeable with positive reinforcement-based training methods and practice such techniques when handling dogs. Understand and be efficient in both basic and advanced canine body language. Ability to handle dogs of all sizes, ages, and behaviors. Monitor behavioral health of animals and rapidly identify any issues that may require special attention. Communicate with shelter staff to provide updates on individual behavior concerns. Use shelter software and employee communication to keep accurate animal inventory, write animal behavior and other memos, submit medical requests, and keep up-to-date with all staff communication. Actively partake in daily shelter rounds with the medical, behavior, foster, and/or rescue team member(s). Collaborate and discuss with staff and management on euthanasia decisions. Deliver outstanding customer service to people seeking behavioral assistance/advice with their adopted dog(s). Provide adoption counseling, when requested. Conduct dog-dog interactions with potential adopters, when requested. Assist in medical examinations, when requested. Work in partnership with volunteer trainers for the free training classes offered to adopters. Collaborate with partners in training classes offered to community members.

Design and implement shelter improvements and protocols that enhance the quality of life for the entire shelter population. Train and provide guidance to select volunteers. Responsible for up-to-date records in shelter software. Clean and maintain dog care equipment. Answer public inquiries by e-mail, phone or personal contact. Assist in photographing and writing descriptions of dogs. Serve as back-up within the work group, as needed. Public relations appearances and/or events will be required. Administrative duties shall be required as assigned. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training and development; safety practices; public relations; agency policy and procedures; counseling. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; transcription; dictation; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; resolve complaints from angry citizens or government officials; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED supplemented by college coursework in communications or public relations and two (2) years of professional experience caring for animals.

**Additional Requirements**

Required to maintain a valid Ohio driver's license. Fear Free Certified (or become certified within 30 days of employment).

**Supervisory Responsibilities**

None.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some holidays, evening and weekend shifts. There may be a potential exposure to high noise levels. Exposure to all weather conditions. This position may require you to evaluate and handle behaviorally challenged and potentially aggressive animals and/or animals with zoonotic diseases.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date