

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

<b><u>CLASSIFICATION TITLE:</u></b> Rescue Coordinator	<b><u>CLASS NUMBER:</u></b> 20012	<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 Rescue Coordinator classification is to assess dogs for rescue placement, locate and partner with appropriate resources to facilitate dog placement for rescue, and maintain community relationships with rescue partners.

**JOB DUTIES:**

Responsible for assessing dogs for foster, rescue or adoption placement. Advocate and support open selection and welcome adoptions. Locate and partner with the appropriate community resources to facilitate dog placement. Maintain contact with rescue groups. Identify animals for transport/rescue based on behavioral, breed and health requirements. Be knowledgeable in basic canine behavior. Write behavioral observations and log information into shelter software. Review rescue applications and verify. Prepare dogs for rescues. Counsel rescue organizations, adopters, and foster parents.

Design and implement shelter improvements and protocols and protocols. Train and provide guidance to rescue volunteers. Responsible for up-to-date records in shelter software. Responsible for maintaining rescue program postings. Compile rescue data and prepare reports. Prepare daily listing of all dogs available for rescues and post information to rescue website. Take videos and pictures of all dogs available to rescues. Answer any public inquiries by e-mail, phone or personal contact regarding rescues. Facilitate any rescue dog interactions with a rescue representative or member of the public. Conduct yearly rescue meetings to ensure continued, in-person communication and positive relationships. 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. 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; 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 and government officials; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High School diploma or GED supplemented by college coursework in communications or public relations and two (2) years of professional experience caring for animals; or any equivalent combination of training or experience.

**Additional Requirements**

Required to maintain a valid Ohio driver's license.

**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 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