

Champaign County Job Description

Job Title: Resource Coordinator

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Pay Grade: D

Prepared Date: August 2023

Summary

The Resource Coordinator is responsible for maintaining strong relationships with rescue groups to facilitate the quick discharge of animals to their care, provide education to the public regarding Animal Control, and promote the work and commitment of Animal Control to the community.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Develop and/or maintain relationships with local rescue groups to ensure quick release of stray and abandoned animals.
- Research and develop relationships with additional rescue groups in the region the Animal Control is not currently working with.
- Support and foster a strong partnership with Champaign County Humane Society (CCHS).
- Serves as point person for all animals being released to rescue groups, fostering, or CCHS.
- Maintain relationships and build new ones with local veterinarians for low cost spay/neuter and assistance with medical care for animals at Animal Control.
- Maintain and develop, as needed, educational materials for the public regarding animal control services, policies, and procedures.
- Coordinate events as appropriate to facilitate adoption of animals by rescue groups.
- Manage donations to Animal Control of pet products, including an up-to-date inventory.
- Other duties assigned.

Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- High school diploma or general education degree (GED).
- One (1) year of related experience and/or training.
- Any equivalent combination of education, training, and experience in office/clerical duties that demonstrates the above listed knowledge, skills, and abilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

- Lifting no more than twenty (20) pounds at a time.

While performing the duties of this job, the employee is frequently required to:

- Sit.
- Push and pull of arm or leg controls.
- Stand.
- Lift and/or carry objects up to ten (10) pounds.

While performing the duties of this job, the employee is occasionally required to:

- Walk.

Work Environment

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.