



## CLASS SPECIFICATION

**Class Title:** Adoption Specialist  
**Department:** Animal Care and Control  
**FLSA:** Non-exempt

**Class Code:** 6667  
**Grade:** 9  
**Eff. Date:** 12/23/2011

### GENERAL PURPOSE

Under general supervision and direction from the Shelter Services Supervisor, performs working level duties in providing for the care, welfare, promoting adoptability of animals, and meeting goals set by department.

### EXAMPLE OF DUTIES

Performs temperament testing and grades animals for placement in the adoption program. Creates adoption file on each animal and maintains each record with pertinent documentation; performs data entry and maintains animals' electronic records on the shelter computer system. Takes pictures of animals and creates collages for each kennel. Promotes adoptions and posts adoptable animals' information and pictures on various internet sites.

Grooms animals as necessary; prepares animals for off-site adoption events; attends and assists with off-site adoption events (including Saturdays). Organizes and advertises major events within the local community to promote and highlights animals in the adoption program.

Meets with and assists visitors looking into animal adoption; introduces animals of interest and provides information and answers questions.

Schedules animals for necessary surgeries, administer vaccinations and microchips.

Conducts animal playgroups for 3-10 dogs per group; observes and monitors animal behavior during playgroup activity. Provides animals with kennel enrichment activities to increase adoptability; provides clicker training to modify undesirable behavior.

Interacts and communicates with established and accredited animal rescue groups and organizations.

Participates in activities and performs related duties to meet the goals of the department. Performs routine clerical duties including typing, filing, answering telephones and taking messages.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

High school graduation or equivalent. Preference for experience or training in veterinary science or animal adoption and/or care.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code,

and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** safe and humane animal handling and animal behavior; common animal diseases; animal care techniques; basic animal behavior modification techniques; departmental and related adoption policies, procedures, and practices.

**Skill in:** humane treatment of animals; driving a vehicle and pulling a double axel trailer (up 24 feet long); using applicable computer hardware and software programs.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** work weekdays, weekends, and some evenings; effectively work with large and small animals; demonstrate compassion toward animals; work around animal matter; maintain accurate records; lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; follow written and oral instructions; communicate effectively (verbally and in writing); maintain effective working relationships with supervisors, employees, other agencies, and the general public.

**WORKING CONDITIONS**

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Presents a professional appearance to the public at all times.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***