

## **Project Specialist - Animal Control**

Range: E/13

Class Code: 143

**Definition:** Under general supervision to coordinate and participate in the development and coordination of dog license sales project, and to perform related duties as required.

**Distinguishing Features:** The project specialist is a journey level class. The incumbent performs a full range of complex duties requiring knowledge of policies and procedures, state law, and administrative rules relative to dog licensing. An employee at this level works under the direction within a framework of established procedures with occasional instruction or assistance by the Animal Control Manager and Environmental Health Division Manager. Policy direction may also be provided by the Animal Control Advisory Committee, Board of Commissioners, and County Administration.

**Examples of Important and Essential Duties:**

*(The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.)*

- Plan, coordinate, and implement the door-to-door dog license sales program and related services.
- Develop and implement the public educational campaign on dog license sales, rabies inoculation programs, etc.
- Conduct investigations and issue citations, conduct door-to-door canvassing for dog licenses, conduct dog license sales, collect and account for license sales revenues, account for all monies received; present cases in court or in front of hearings officer.
- Obtain and prepare statistical information required for tracking activities in the program on a regular basis, maintain case records ensuring all documentation is accurate and complete, prepare reports and other documents as necessary, and prepare the case and reports for court actions.
- Receive and respond to call for information and assistance from the general public.
- Train volunteers and other associated staff in techniques and methods of license sales and door-to-door canvassing.
- Plan, develop, and participate in public education, public service announcements, and media relations in increase the awareness of the license sales project and dog licensing requirements. May make presentations to various community groups to promote awareness, support for the project, mail program information, work with associated organizations and individuals, may distribute information by a variety of means.
- Provide general information to the public concerning applicable laws, rules, regulations, policies, and procedures.
- Coordinate services and share information with other agencies, groups, and individuals as necessary to maximize program effectiveness, instruct and provide training to various groups or agencies who may participate or provide similar services.
- Monitor expenditures and revenues and develop ongoing reports.

**Auxiliary Duties:**

*(The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.)*

- Perform general clerical duties including but not limited to preparing and processing mail, word processing, copying, and filing reports and correspondence, faxing information , and answering phones.
- May schedule and coordinate the duties of assistants, co-workers, and/or team members.
- Perform related duties as assigned.

**Qualifications:**

**Minimum qualifications:** A high school diploma or equivalent supplemented by three years of experience working with the public and/or project related experience.

**Knowledge, skills, and abilities:** Position requires considerable knowledge of terminology, protocol, laws, ordinances, policies, and procedures of agencies relating to the license sales project; community resources and agencies that are available for providing related services; business English, spelling, composition, arithmetic, basic accounting, and familiarity with the surrounding area. Position requires the ability to interact positively with the public and conduct oneself in a professional manner while interacting with the public. Requires excellent communication skills, especially in conflict situations. The position requires the ability to interpret and apply department policies and procedures, make decisions independently in accordance with established procedures, coordinate and implement comprehensive service programs, train other staff, operate modern office equipment; understand and carry out oral and written directions, use initiative, tact, and good judgement in the job dealing with the public and other agencies, work as a team member, maintain records, especially relative to revenues collected, and prepare reports; maintain confidentiality of materials and information; read and understand case documentation, communicate effectively and persuasively both orally and in writing.

**Special requirements:**

*(Performance of the essential duties includes the following physical demands and/or working conditions.)*

Tasks involve regular occurrences of walking, bending, and lifting up to 50 pounds. Work involves regular dexterity of the hands, fingers, limbs, and body in the normal activities of this position. Tasks require visual perception and discrimination, and oral communication ability. Tasks are regularly performed outside, sometimes under adverse environmental conditions.

**Licenses or Certificates:**

Possession of a current, appropriate Oregon Driver's license.