



## Job Description

**Job Title:** Pet Licensing Coordinator

**Supervisor:** Director of Public Services

**Classification:** Full Time/Hourly/Non-Exempt/Full Benefit

**Pay Rate:** \$14.00 to \$16.00

**Physical Demands:** Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

**Occupational Disclaimer:** This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

### **Minimum Qualifications:**

- ✓ Should have a minimum 1 year work experience in municipal licensing or Animal Welfare Industry
- ✓ Must have a minimum 1 year retail customer service experience
- ✓ Should be proficient with PetPoint Animal Management software
- ✓ Must have intermediate critical thinking ability
- ✓ Must have intermediate conflict management skills
- ✓ Must have intermediate computer skills
- ✓ Must be able to accurately type 45 wpm
- ✓ Must have intermediate writing and math skills
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

### **Specific Duties:**

- ❖ To assist the Director of Public Services to establish and maintain the AVHS pet licensing policies/procedures, as well as, learn and follow the Society's policies/procedures and city, county and state requirements in regards to animal care and licensing
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with AVHS staff members and other AVHS departments
- ❖ To answer phones and assist the public with AVHS related issues
- ❖ To assist the Director of Public Services in the coordination of training of pet licensing staff and volunteers
- ❖ To assist the Director of Public Services in the coordination of reciprocal pet licensing programs with partner agencies
- ❖ To assist the Director of Public Services regarding the accuracy of all pet licensing paperwork
- ❖ To assist the Director of Public Services regarding the production of accurate weekly and monthly pet licensing reports
- ❖ To perform the daily revenue reconciliation of the licensing cash box
- ❖ To stock and replenish all licensing paperwork as needed
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Director of Public Services or the President/CEO

*~Auburn Valley Humane Society Vision Statement~*

*To be a model of excellence in the advancement of animal welfare.*

*~Auburn Valley Humane Society Mission Statement~*

*The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.*