

ANIMAL ADOPTION, FOSTER, AND RESCUE SUPERVISOR

PURPOSE AND NATURE OF WORK

The purpose of position in this classification is to supervise and facilitate the long-term adoption, rescuing or fostering of animals to outside organizations, families, or individuals. The incumbent will assign work to the foster, adoption and rescue coordinators and clerical staff and will be responsible for making decisions related the adoption, foster and rescue duties. In performing these duties, the incumbent is given authority to exercise independent judgment and initiative in accordance with established policies, procedures, and guidelines as well as to independently make improvements to that program. Work is reviewed on the basis of quality, adherence to policy and procedure, and results obtained. Work is performed under the general direction of the Animal Control Manager and has supervisory responsibility for Animal Adoption, Foster, and Rescue Coordinators, Veterinary Assistant, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises staff engaged in animal adoptions and fostering by explaining adoption procedures, showing available animals to prospective adopters, and matching animals with families and outside organizations. Coordinates and supervises volunteers. Supervises and trains the staff to educate the public regarding basic legal requirements for adoption and responsible pet ownership. Supervises the entering of adoption information into computer and the accuracy and explains follow-up procedures to families that adopt. Responds to public inquiries concerning adoptions. Supervise the promotion of educational opportunities and prepares and distributes literature concerning adoption to prospective pet owners. Trains staff to identify incompatible adoptions and fostering. Identifies grant opportunities and applies for them.

Develops and supervises foster caregivers and rescue opportunities for sheltered animals. Qualifies rescue groups and foster caregivers, maintains updated databases of contacts and activities. Enforces processes related to foster/rescue activities. Conducts and leads regular meetings with rescue groups. Monitors and reports results to meet performance measures. Provides animal care related information to citizens and organizations interested in rescuing and placing animals in foster care. Processes various applications and provides assistance with animal care as necessary.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the laws, ordinances, rule and regulations, and policies governing animal control.
Considerable knowledge of animals in relation to adoption, fostering, and recusing compatibility.
Thorough knowledge of the animal adoption process.
Thorough knowledge of computer software used by Animal Control.
Thorough knowledge of the methods and techniques of humane euthanasia of animals.
Ability to prepare reports and to supervise the maintenance of files and records.
Knowledge of and the ability to recognize symptoms of common diseases in animals.
Ability to maintain proper licensing as required.
Ability to deal firmly, tactfully, and impartially with individuals contacted during the course of work.
Ability to plan, assign, and supervise the work of subordinate staff.
Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and working with animal adoption, fostering and rescuing, and dealing with the care of animals; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

In accordance with Louisiana state law, euthanasia personnel shall attend the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment.