



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

PROGRAM COORDINATOR – ANIMAL OPERATIONS

This Position is Full Time with Benefits

Vacancy Number
16-1100

Hiring Range
\$32,546 – \$36,776

Opening Date
September 28, 2016

Closing Date
OPEN UNTIL FILLED

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than
a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received after
the closeout date/time
indicated will not be
eligible for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

The **Program Coordinator** is responsible for managing and coordinating a variety of programs and activities offered through the Animal Operations Department. Such programs include, but are not limited to, Adoption, Partner/Rescue, Foster, Volunteer, Spay/Neuter, Web presence, Rabies Clinics, Off-site events and Fund Raising. Work involves program identification and development, recruiting, training and scheduling program participants and activities. This position will also work with the Animal Operations Director in developing and implementing educational programs and materials, brochures and manuals, and periodic review of programs in determining program efficiency and effectiveness. Work is performed under the supervision of the Animal Operations Director. Work schedule includes evenings and weekends.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Working knowledge of applicable state and federal statutes and County ordinances and policies;
- Working knowledge of companion animal care and behavior issues, working knowledge of office practices and principles;
- Working knowledge of Microsoft office products and skill in effective oral and written communication, including writing and editing news stories, articles and advertising copy;
- Skill in establishing and maintaining accurate records, organizing and prioritizing work and operating applicable office equipment;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Ability to follow detailed instructions and incorporate goals and concepts as directed;
- Ability to attend to details while keeping big-picture goals of the project, department and community in mind;
- Ability to establish and maintain effective working relationships with co-workers, supervisor and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business administration, business management or related field **and** one **(1)** year supervisory experience **and** two **(2)** years experience involving the coordination of a volunteer program or outreach/publicity activities or event planning and organizing;
- **OR**, Associate's degree with major coursework in business administration, business management or related field **and** three **(3)** years supervisory experience **and** four **(4)** years experience involving the coordination of a volunteer program or outreach/publicity activities or event planning and organizing.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally and 10 pounds of force frequently or constantly to move objects; work requires reaching, standing, walking and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may occasionally be subject to adverse environmental conditions while making field visits, attending off-site events, etc. The worker will be exposed to companion animals and some irritant while working around cleaning products.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant