



# MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

|                             |   |                          |  |
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| <b>DEPARTMENT:</b>          | Animal Shelter  | <b>JOB GRADE:</b>        | 8  |
| <b>JOB TITLE:</b>           | Rescue Coordinator  | <b>BI-WEEKLY SALARY:</b> | \$1,258.19 - \$1,538.46                        |
| <b>LOCATION:</b>            | 8535 State Highway 242<br>Conroe, TX 77385                                      | <b>CIVIL SERVICE:</b>    | No   |
| <b>SHIFT HOURS:</b>         | Wednesday – Sunday 9:00am – 6:00 pm (1 hour lunch). Schedule subject to change. |                          |  |
| <b>SUBMIT APPLICATIONS:</b> | Montgomery County<br>Human Resources Department                                 | <b>ADDRESS:</b>          | 501 N. Thompson, Ste. 400<br>Conroe, TX 77301  |
| <b>PHONE:</b>               | (936) 539 – 7886  | <b>FAX:</b>              | (936) 788-8396                                 |
| <b>E-MAIL:</b>              | <a href="mailto:jobs@mctx.org">jobs@mctx.org</a>                                | <b>WEBSITE:</b>          | <a href="http://www.mctx.org">www.mctx.org</a> |
| <b>OFFICE HOURS:</b>        | Monday – Friday 8:00am-5:00pm (Fridays closed for lunch 12:00-1:00)             |                          |  |

## **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>College degree required</li> <li>3-5 years professional experience; management or leadership experience a plus</li> <li>Prior experience working with a municipality, government or nonprofit a plus</li> <li>Highly motivated, out-going, polite, and professional manner</li> <li>Ability to remain calm in stressful situations involving individuals and companion animals</li> <li>Comfortable working in an animal shelter environment</li> </ul> | <ul style="list-style-type: none"> <li>Ability to deal with sometimes unpleasant issues related to people or situations</li> <li>Must be a team player, able to work in a fast-pace environment and multi-task</li> <li>Knowledge of animal breeds and behavior helpful</li> <li>Strong computer skills. Chameleon software experience a plus</li> <li>Highly organized and detail oriented</li> </ul> |
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## **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>Coordinates the rescue/transport operations for MCAS.</li> <li>Acts as a liaison to external partners and rescue groups; interprets and explains policy regulations and operating procedures.</li> <li>Develops and implements approved procedures pertinent to the effective and efficient operation of the rescue program.</li> <li>Coordinates and performs medical and behavior assessments of at-risk animals, as necessary, with the assistance of staff.</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrates excellent customer service skills while interacting with the public, including unscheduled visits from citizens and rescue groups.</li> <li>Provides guidance to customers seeking to help at-risk animals, including those housed at the facility, as well as those that might come to the facility.</li> <li>Builds relationships and trust with rescue groups and seeks new rescue partners.</li> <li>Performs other duties as assigned.</li> </ul> |
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**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

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|--------------|-------------|---------------------------------------|------|
| Position No: | 6331-2717-1 | Requisition No:                       | 2502 |
| Date Posted: | 03-01-2017  | Equal Employment Opportunity Employer |      |