



**Position: Animal Placement Coordinator**  
**Number of Vacancies: 1**

Under general supervision, plans, coordinates and administers programs, outreach activities and related initiatives to promote and increase opportunities for the adoption and transfer of animals sheltered at the City's Animal Care and Control facility, and performs related duties as required

- Establishes and fosters partnerships with animal shelters, rescue groups, and humane societies to transfer animals to other facilities to improve adoption opportunities
- Meets with representatives of partner agencies to coordinate the viewing and transfer of animals
- Works with placement partners in preparing and processing required paperwork (e.g. transfer or homeward bound applications) for the transfer of animals
- Maintains and updates animal inventory records to record and track the transfer and placement of animals to other agencies
- Plans and coordinates outreach activities such as animal adoption fairs at off-site locations to show case animals and advertise their availability for adoption
- Oversees off-site adoption fairs, working with volunteers in the transporting of animals, equipment and materials to sites, providing information and screening persons interested in adopting, approving adoption requests and preparing required paperwork
- Oversees and manages the volunteer program for the Animal Care and Control Facility
- Develops marketing and communication strategies to promote animal rescue and adoptions
- Drives department vehicles to transport animals and materials to off-site locations
- Confers with departmental staff in evaluating the temperament of animals

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**LOCATION:** Animal Care and Control Facility  
2741 S Western Ave.  
Chicago, IL 60608  
**(Some travel involved)**

**SHIFT/HOURS:** Various  
This position may require you to work holidays

**DAYS OFF:** Various

## THIS POSITION IS IN THE CAREER SERVICE

Applications must be submitted at: [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers)

Application period: July 23, 2019 through August 6, 2019

Annual Salary \$ 48,960

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Public Relations, Public or Business Administration, Animal Sciences, or a related field, plus one year of work experience in working with animals in an animal hospital, shelter, or related animal facility; or an equivalent combination of education, training and experience.

### **Licensure, Certification, or Other Qualifications**

A valid State of Illinois driver's license is required

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

**NOTE:** You must provide your valid U.S. driver's license at the time of processing.

**NOTE:** You must have an Illinois driver's license at the time of hire

### **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

**Preference will be given to candidates possessing the following:**

- Previous experience working in an animal control and shelter facility
- Previous work experience conducting training and coordinating volunteer work
- Previous work experience assisting with special events
- Proficiency in Microsoft Office software applications

### **WORKING CONDITIONS**

- General office environment
- Animal shelter environment (e.g., wet, smells, animal waste, blood)

#### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment

#### **PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to handle various types and breeds of animals

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**RESIDENCY REQUIREMENT:** All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer**

**City of Chicago  
Lori E. Lightfoot, Mayor**

**Department of Human Resources  
Soo Choi, Commissioner**