

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Animal Welfare Coordinator      GR: 103      FLSA: Non-Exempt      DATE: 02/19/2026  
DEPARTMENT: Parks & Recreation      DIVISION: Animal Services  
REPORTS TO: Animal Services Manager      APPROVED: \_\_\_\_\_      JOB CODE: 7067

**GENERAL DESCRIPTION:**

Under minimal supervision, supervises and coordinates with animals and community daily. Includes daily animal care and husbandry, basic shelter medicine, and oversight of the surgery center. Work varies, requiring interpretative judgment within prescribed standards and procedures.

**TYPICAL DUTIES:**

- Coordinates and manages volunteers. Works with confidential information regarding personnel, operations, and actions within the office.
- Manages vaccine records and revaccination schedule for animals.
- Manages and delivers medications for all shelter animals in a humane manner; creates medical sheets for animals receiving medical care. Logs all medical care in each animal's record.
- Maintains records and compiles reports; handles correspondence; coordinates office mailings; maintains files and systems.
- Coordinates and maintains the D.E.A. (Drug Enforcement Agency) standards for the handling and documentation of controlled substances.
- Works with the veterinarian to schedule and prepare for surgery; ensures the facility is properly supplied and ready for surgery which includes drawing up medications for surgery, injections, drawing blood, and intubation of animals.
- Performs and/or supervises euthanasia as required; investigates potential rabies and other exposures.
- Encourages, promotes and facilitates adoptions, plans for and coordinates efforts with volunteers and approved fosters.
- May help with customer service at front desk including intakes, outcomes, showing animals to community members, and dispatching animal control officers. May assist with dog walking and kennel tech duties.
- Works variable schedule including early mornings, evenings and weekends, as needed.
- Performs special projects and overtime as requested; performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- National Animal Care and Control Association Safe Shelter training, Fear Free Shelter Training, and Trap and Release Training completed within six (6) months from start date of employment.
- Proven proficiency on euthanasia methods verified and approved by a licensed veterinarian within six (6) months from start date of employment.
- Two (2) years of experience working with domestic animals or in a related field.
- Experience working as a veterinary technician is desirable.
- Must possess a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

None

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)  
Possess a thorough knowledge of principles, objectives, practices and procedures to effectively analyze and determine needs and develop programs. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):

Ability to promote and maintain public interest and positive relations. (Daily)

Effectively read, interpret and explain applicable codes, rules and regulations. (Daily)

Possess the ability to calmly receive, investigate, respond to and resolve inquiries and complaints. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand.

**Walking:** Moderate amount required.

**Stooping/Bending:** Frequently.

**Stand/Sit:** Sit about 50 percent of the time.

**Reaching:** Moderate, overhead as well as horizontal.

**Vision:** Adequate to perform essential job functions.

**Color Vision:** Adequate to perform essential job functions.

**Hearing:** Adequate to perform essential job functions.

**Speech:** Frequently express ideas and be understood.

**Eye/Hand/Foot Coordination:** Occasionally operates equipment requiring moderate ability.

**Manual Dexterity:** Occasionally operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside.

**Cold/Heat:** Adverse conditions possible.

**Wet/Dry:** Adverse conditions possible.

**Noise/Vibrations:** Minimal exposure to equipment noise.

**Hazards:** Moderate exposure to equipment.

**Fumes/Dust/Odors:** Minimal exposure.

**Infectious Diseases:** Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.

Ability to read and comprehend written material.

Ability to maintain accurate records.

Ability to use software and computer systems.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Animal Services equipment, calculator, computer, fax machine, scanner, telephone, two-way radio, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.