

ANIMAL SERVICES COORDINATOR FULTON COUNTY GOVERNMENT

Salary: \$65,063.00 - \$121,017.00 Annually

Location: VARIOUS LOCATIONS IN FULTON COUNTY, GA

Job Type: FULL-TIME

Department: Emergency Management

Opening Date: 10/05/2026

Closing Date: 10/26/2026 11:59 PM Eastern

Pay Grade:19

UNCLASSIFIED POSITION

CURRENT VACANCY IS IN THE EMERGENCY MANAGEMENT DEPARTMENT

Minimum Qualifications:

Bachelor's degree in Animal Science, Zoology, Veterinary Technology, Criminal Justice, Biology, or related field required; supplemented by (3) three years of experience in animal control with an understanding of state and local laws, regulations, codes and ordinances within a government agency or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required:

Must possess and maintain a valid Georgia driver's license. Must possess and maintain FEMA Incident Command System Certification (ICS) – 100, 200, 700, and 800 certifications within 30 days of employment. Must possess and maintain the following certificate(s) within 18 months of employment: National Animal Control Association (NACA) ACO (Animal Control Officer) I & NACA ACO II and FEMA Incident Command System Certification (ICS) - 300 and 400.

Specific Knowledge, Skills, or Abilities:

Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

EXAMINATION:

The examination will consist of an evaluation of education and experience, accomplished

by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

Veterans' Preference:

Qualifying veterans will be given preference in the form of a guaranteed invitation to interview for any position to which they applied and have been found to have met the minimum qualifications. Veterans' preference provides for hiring preference on initial appointment only. To see the full Fulton County Veterans' Preference Policy and Procedure, please [click here \(Download PDF reader\)](#)

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. WE DO NOT ACCEPT ADDITIONAL INFORMATION AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

Purpose of Classification:

The purpose of the classification is to manage and monitor the activities of the animal services contract for the Fulton County Animal Shelter. Responsibilities include coordinating activities, developing, and planning initiatives, conducting inspections, organizing resources, assisting with budget matters, implementing, and enforcing rules and regulations, and guaranteeing adherence to all applicable federal, state, and local laws, regulations, codes, and standards. Additionally, this role oversees maintenance and repairs related to the shelter facilities. This classification is distinguished from Division Chief, Animal Services in that this class monitors and coordinates animal services activities and the formal manages the daily operations of the Fulton County Animal Shelter.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serves as the Fulton County onsite liaison at the Animal Services Shelter; coordinates communication and addresses on-site needs; manages and initiates the procurement process for all necessary program resources; organizes tasks to ensure completions of work; monitors the progress of ongoing work and inspects completed tasks; communicates to supervisor regarding program deficiencies and/or concerns; and identifies necessary program resources.

Investigates and responds to complaints regarding animal services concerns; coordinates animal cruelty investigations between Animal Services and Law Enforcement; monitors radio activities of the animal services program; conducts ride along with Animal Control Officers; discusses animal services related problems with residents, businesses, and community associations; coordinates the deputization process; and responds to emergency after hour on-calls.

Manages and/or monitors the licensing and rabies vaccination program to ensure all authorized agents within Fulton County complies with the Georgia Department of Public Health (DPH) regulations.

Coordinates and serve as first contact for Animal Welfare Board; monitors and assists with court related matters; attend court cases; reviews cases submitted by officers develop summaries of court related activities; and perform follow-up as needed.

Attends continuing education courses to maintain comprehensive, current knowledge and awareness of applicable laws/regulations, federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and procedure applicable to animal services activities.

Assists with the creation of reports and presentations; monitors and tracks program assets; monitors, tracks, and coordinates program assets; performs daily facility inspections to confirm essential functions are completed; and coordinates with vendors for corrective maintenance, construction, and repairs to guarantee proper shelter upkeep.

Manages and maintains digital and physical records; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; operates a personal computer to enter, retrieve, review, or modify data; operates general office or other equipment as necessary to complete essential functions; and attends workshops and training sessions as

appropriate.

Identifies and resolves administrative problems by analyzing information and implementing effective solutions; oversees vendor payments, facilities maintenance, office supply budgets, to ensure efficient day-to-day administrative functioning; creates and revise systems and procedures by evaluating operating practices and optimizing the use of computer systems and software; and manages meetings and prepares comprehensive meeting agendas.

Monitors and assists with the animal services budgeting process; reviews financial statements for accuracy and efficiency; manages the processing of invoices and maintains organized financial files and records; processes and submits various operational documents for the department/division within established timeframes. Provides Key Performance Indicator (KPI) reports to the supervisor to track progress.

Serves as a key point of contact, offering detailed information and assistance to the public regarding division services, procedures, fees, and other related inquiries; responds to routine questions and addresses complaints directly; research problems and complaints and initiate appropriate investigations when necessary.

Manages all records related to fleet maintenance and inspections, ensuring accuracy and completeness; track and monitors fleet fuel cost; collaborates with the Officer in charge of vehicles to schedule and conduct routine vehicle inspection, and address maintenance needs.

Communicates with supervisor, other employees, residents, property owners, businesses, law enforcement personnel, Court and County officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

For Applicants With Prior Military Service: We strongly encourage veterans, prior military and transitioning service members to apply. Many of the competencies and transferable skills developed through military service directly support success in this role, including:

- **Leadership Under Pressure** – Decision-making, prioritization, and leadership during emergencies and high-pressure situations.

- **Operational Planning and Execution** – Planning, organizing, coordinating, and monitoring daily operations and resources.
- **Adaptability and Rapid Problem Solving** – Assessing changing conditions, resolving problems, and adapting to unexpected situations.
- **Team Cohesion and Communication** – Collaboration, relationship-building, clear communication, and conflict resolution.
- **Safety and Risk Awareness** – Identifying risks, following safety practices, and promoting compliance with applicable requirements.
- **Technical and Equipment Proficiency** – Use of technology, databases, spreadsheets, records systems, and animal-services equipment.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals, statistics, and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify

methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee, and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, genetics, disability or sexual orientation.