

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



ANIMAL SERVICES VOLUNTEER COORDINATOR

Bilingual (English/Spanish) Candidates
Encouraged to Apply
Supplemental Questionnaire Required

OPEN AND PROMOTIONAL

Job # 25-AC4-01

Salary: \$5,113 – 5,990 / Month

Closing Date: Friday, August 29, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: THE CURRENT VACANCY IS IN THE ANIMAL SERVICES VOLUNTEER PROGRAM.

The Animal Services Authority is seeking an enthusiastic **ANIMAL SERVICES VOLUNTEER COORDINATOR** to oversee our Volunteer Program. You'll take the lead in planning, developing and coordinating—creating engaging materials and trainings, guiding and supporting volunteers, and ensuring our services are delivered with excellence. This position is ideal for someone with strong leadership and emotional intelligence skills, excellent organizational ability, familiarity and comfort using databases and other digital tools, and a passion for animal (and human!) welfare. You'll work closely with staff, volunteers, and community members to support our mission of providing compassionate care to animals in need.

NOTE: The official title for this position is the Animal Services Coordinator.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

TWO YEARS OF EXPERIENCE ASSISTING IN PROGRAM COORDINATION OR PROGRAM PLANNING; TWO YEARS OF EXPERIENCE IN CUSTOMER SERVICES AND/OR TWO YEARS OF COMPENSATED WORK IN AN ANIMAL CONTROL, HUMANE SOCIETY, OR ANIMAL CARE FACILITY.

EDUCATIONAL SUBSTITUTION: A community college or college level degree related to the specialty area may be substituted for a year of the required experience.



SPECIAL REQUIREMENTS: License: Possession and maintenance of a valid California driver's license, or the ability to obtain and keep one. **Special License Requirements for Coordinator of Animal Care Program:** Incumbent must possess a State of California Euthanasia by Injection certification or attend and pass the State of California Euthanasia by Injection certification course within the first six months of hire, unless incumbent possesses a valid California Veterinarian license or a valid California certification as a Registered Veterinary Technician. **Lifting:** Ability to lift 50 pounds unassisted. Possession of Veterinary Technician License is highly desired. **Special Working Conditions:** Exposure to animals who may be hostile or dangerous; exposure to variable temperatures, loud noises, odors and chemicals, and work on wet and dry surfaces; and physically and mentally capable of performing the position's essential functions as summarized in the typical tasks section of this specification.

KNOWLEDGE: Working knowledge of the principles and practices of supervision.

ABILITY TO: Work effectively with frequent interruptions and perform multiple tasks; compute simple to intermediate mathematical calculations and maintain complex records and filing systems by number and alphabet.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ANIMAL SERVICES VOLUNTEER COORDINATOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience supervising employees and/or volunteers. Please include your title/role, the workplace, the number of staff/volunteers supervised, and how you organized tasks among them.
2. Describe any experience you have developing and/or delivering trainings, curricula, or orientations.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

¹Extra-help employees receive a \$2.00 / Hour differential and do not receive benefits. Extra-help employees cannot work more than 999 hours in a fiscal year and are covered by Social Security. Extra-help employees are used for employment on short-term projects; on a seasonal basis to meet recurrent work peaks; employment on an as-needed basis to meet peak workload, emergency, or other unusual situations.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.