Montgomery County Animal Care and Adoption Center

Staff Complement

Shelter Assistant

The essential function of the shelter assistant is to provide care for animals in the Montgomery County Animal Care and Adoption Center (ACAC). The position is responsible for feeding, watering, medication and vaccine administering, disease recognition, wound treatment, and record maintenance of the animals. The shelter assistant will also regularly assist the public with owner reclaims, transfers and adoptions, as well as helping with center events and programs.

The points of reference for salary on this position are:

Animal Shelter Technician	Local Compensation Survey	$24,333 – $40,525/year
Shelter Attendant	Local Compensation Survey	$24,516 – $42,598/year
Animal Care Specialist	Humane Society of the US	$16,640 – $20,800/year
Animal Care Technician	Salary Expert.com	$25,900/year
Animal Keeper	Salary Expert.com	$22,514/year
Animal Shelter Clerk	Salary Expert.com	$29,703/year
Animal Care and Service Worker	US Bureau of Labor Statistics	$21,260/year
Nonfarm Animal Caretakers	US Bureau of Labor Statistics	$20,340/year
Laboratory Animal Caretakers	US Bureau of Labor Statistics	$23,790/year
Animal Control Worker	US Bureau of Labor Statistics	$20,830 – $53,190/year
Montgomery County Classification:	*107*	*$23,552 – $36,505/year*

Classification Justification:

There were many points of reference for this position, as this position was compared using the Virginia Compensation Survey System. This system is most accurate for local government positions. Using an average of the salary ranges, the shelter assistant position is placed in the 107 classification salary range on the county's plan. This position has responsibilities other than the basic care of the animals, such as, interacting with the public, performing adoptions, helping with onsite and offsite events and assisting with veterinary care.

Office Assistant

The Office Assistant will perform clerical duties in the Animal Care and Adoption Center. The position will report to the ACAC Director, but will also be assisting other shelter staff in basic clerical functions, such as answering and transferring calls, updating paperwork, data entry, typing, invoice payment, purchase orders, timesheets, and other administrative functions.

Montgomery County Classification:	*110*	*$27,264 – $42,260/year*

This position is currently classified on the County's Compensation and Classification plan as a grade 110.

Shelter Supervisor

This Shelter Supervisor is responsible for the daily operations of the ACAC, internal systems, policies and standard operating procedures, and basic supervision of the shelter assistants and trustees. The position provides leadership, oversight and long-range planning to ensure that all areas are operating at the highest standard possible while attaining the Center's mission of finding homes for healthy and treatable animals.

The points of reference for salary on this position are:

Shelter Manager	Indeed.com	$30,000/year
Animal Care Supervisor	Indeed.com	$40,000/year
Animal Shelter Clerk	Salary Expert.com	$29,703/year
Custodial Supervisor	Montgomery County, VA	$30,540 – $48,864/year
Montgomery County Classification:	*112*	*$30,540 – $48,864/year*

Classification Justification:

The reference positions for this position place the proposed classification at a grade 112. While the job description focuses on animals and shelter related items, the number of direct reports and responsibilities will be nearly identical to the current Montgomery County Custodial Supervisor position.

Volunteer/Education Coordinator

The Volunteer/Education Coordinator is responsible for coordinating animal shelter functions related to volunteerism, education and outreach, marketing, and community programs. The coordinator will ensure any staffing shortfalls are filled with able and well trained volunteers, as well as organizing and performing education and outreach in the community to maximize volunteer and community efforts for Center operations. This position requires education or training equivalent to an Associates' degree or higher in the field of animal care or behavior.

The points of reference for salary on this position are:

Volunteer/ Education Coordinator	Loudon County, VA	$34,206 – $49,002/year
Community Outreach Coordinator	City/County of Denver, CO	$42,217 – $67,547/year
Volunteer/Program Coordinator	City/County of Denver, CO	$45,130 – $72,208/year
Program Coordinator	Humane Society of the US	$45,000 – $50,000/year
Montgomery County Classification:	*113*	*$32,067 – $51,307/year*

Classification Justification:

While the reference salary ranges are higher in comparison to the proposed Montgomery County classification, these locations are in urbanized areas. Denver is a metropolitan area, resulting in a much higher cost of living and salaries. Loudon County is in northern Virginia where the salaries are higher than local salaries for the same position. Therefore, the position has been placed in the County's plan at a grade 113

Adoption/Rescue Coordinator

This Adoption/Rescue Coordinator is responsible for coordinating animal shelter functions related to animal adoptions and admissions, transfer of animals to rescue and foster care, animal behavioral assessments, marketing and outreach. The coordinator will be responsible for community adoption events, social and conventional media advertising and fundraising, and will work closely with rescues, volunteers, fosters and staff on a daily basis to increase adoptions and move animals through The Center. This position requires education or training equivalent to an Associates' degree or higher in the field of animal care or behavior.

The points of reference for salary on this position are:

Program Coordinator	Humane Society of the US	$45,000 – $50,000/year
Adoption Outreach Coordinator	City of Longview, TX	$26,013/year
Adoption Counselor	Payscale.com	$23,000 - $36,000/year
Community Coordinator	Humane Society of the US	$37,440 – $41,600/year
Foster Care Coordinator	Adams County, CO	$36,412 – $50,977/year
Adoption Coordinator	Washington Humane Society	$33,280 – $35,360/year
Montgomery County Classification:	*113*	*$32,067 – $51,307/year*

Classification Justification:

The average minimum of the reference salaries for this position is $33,524. Given the variation in the ranges the salary average has been reduced 4.4% to place this position at a grade 113 in the County's compensation plan.