



# City of Moore

## VACANCY ANNOUNCEMENT

**Job Title:** ADMINISTRATIVE SPECIALIST – ANIMAL WELFARE  
**Open Date:** December 2, 2025  
**Closing Date:** December 21, 2025 @ 11:59 pm  
**Pay Rate:** \$42,262.37 annually  
**Job Type:** Full-time with benefits  
**Department:** Animal Welfare

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### JOB SUMMARY

The Administrative Specialist – Animal Welfare will perform a variety of specialized clerical, secretarial, and administrative duties, including record-keeping, distributing and collecting correspondence, responding to requests from staff and the public in person, by phone, or via electronic means such as email, data entry, and filing.

### EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- Four (4) years of responsible clerical experience, at least two (2) years of which were in an administrative support role.
- Must possess, or be able to obtain, a valid Oklahoma Driver's license

### EXAMPLES OF DUTIES

- Maintain records and prepare reports concerning program effectiveness, assist in the procurement process, prepare purchase orders, and track inventory.
- Collect animal welfare fees per City Code, record as required, and deposit with the City's finance department as needed.
- Maintain logs, records, and reports of restricted medications used by the Animal Welfare staff.
- Interpret City and division policies and procedures in response to staff and public inquiries and complaints.

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### ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at  
<https://www.cityofmoore.com/departments/jobs>.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at [hr1@cityofmoore.com](mailto:hr1@cityofmoore.com) or 405.793.5004.

City of Moore is an Equal Opportunity Employer

# **CITY OF MOORE**

## **Job Description**

### **Administrative Specialist – Animal Welfare**

**Job Code:** 7296  
**Exempt:** No  
**Department:** Public Works – Animal Welfare Division  
**Reports To:** Public Works Superintendent – Animal Welfare Division  
**Location:** Moore Animal Shelter  
**Date Approved:** November 17, 2025

#### **GENERAL DESCRIPTION OF POSITION**

To perform a variety of specialized clerical, secretarial, and administrative duties in support of the division superintendent; responsibilities will include record keeping tasks; distributing and collecting correspondence and other materials; responding to requests for information from staff and the public in person, on the phone, or by electronic means such as email; data entry; filing; and other complex and routine clerical and administrative duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain records and prepare reports concerning new or ongoing program effectiveness; maintain records for employee activities. Assist in the procurement process, prepare purchase orders, and track inventory for the division. This duty is performed as needed, about 15% of the time.
2. Receive and respond to incoming calls; screen mail, calls, and visitors to determine the nature of the issue and direct to the appropriate individual or department as necessary; interpret City and/or division policy and procedures in response to inquiries and complaints; assist citizens and staff by providing information as necessary. This duty is performed daily, about 15% of the time.
3. Prepare various reports on a daily, weekly, monthly, or annual basis for the division. Maintain accurate and detailed files and records by verifying accuracy of information and researching discrepancies. This responsibility will include maintaining logs, records, and reports of restricted medications used for euthanasia. This duty is performed as needed, about 20% of the time.
4. Record reservations and returns of the public's use of City traps, along with any cash deposits and refunds as required. Collect animal welfare fees per City Code, record as required, and deposit with the City's finance department in accordance with all City policies and procedures. This duty is performed as needed, about 15% of the time.
5. Provide administrative, technical and clerical support to the division superintendent, include preparation of reports, notices, agenda items, general correspondence, calendar scheduling, and telephone response; schedule appointments, meetings and other detailed arrangements. Provides clerical assistance to various division committees, as required. This duty is performed as needed, about 10% of the time.
6. File and maintain documents, reports, and correspondence for the division. This duty is performed as needed, about 10% of the time.

7. Operate a variety of office equipment including telephones, computers, copy machines and facsimile machines; input and retrieve data and text. This duty is performed as needed, about 13% of the time.
8. May use City-owned vehicle to run errands, distribute reports or documents to City Hall and pick up division mail, and other items as assigned. This duty is performed as needed, about 2% of the time.
9. Good attendance is required.
10. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
11. Confidentiality is required upon specific notification to the employee.
12. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Technical and statistical report writing
- Policies and procedures of division
- English usage, spelling, grammar and punctuation
- Principles and procedures of filing
- Pertinent federal, state and local laws, codes and regulations
- Office equipment, computers and word processing, database and spreadsheet applications

Ability to:

- Interpret and explain division policies and procedures
- Type or word process at a speed necessary for successful job performance

- Work independently in the absence of supervision
- Enter a variety of data and information into assigned computer programs
- Respond to citizen inquiries with effective interpersonal politeness
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

### **Education and Experience Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

#### **Education:**

High school diploma or equivalent (including GED)

#### **Experience:**

Four (4) years of responsible clerical experience, at least two (2) years of which were in an administrative support role.

#### **License or Certificate:**

Possession of or ability to obtain, a valid Oklahoma driver's license may be required

### **WORKING CONDITIONS**

Environmental Conditions:

Office environment; exposure to computer screens; working closely with others.

Physical Conditions:

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.