

CITY OF DALY CITY INVITES APPLICATIONS FOR



Support Dog Program Coordinator

Police Department

(Non- Civil Service, 40 hours/week)

Salary:

\$3604-4381/ biweekly

\$7808-9492/ monthly

Final Filing Date:

**Open Until Filled-
Apply Immediately**

Interviews: TBD

ABOUT THE POSITION:

Join our team as the handler and coordinator for our Support Canine Program within the Community Division of the Police Department. This unique civilian position partners with a specially trained support dog to promote employee wellness, provide comfort during critical incidents, and strengthen resilience throughout the organization.

The role also involves extensive community engagement alongside Police Officers, building relationships, supporting community outreach efforts, and providing comfort and support during sensitive investigations and critical incidents.

Success in this position requires an outgoing personality, strong interpersonal skills, and a team-first mindset. If you are passionate about serving others, building connections, and making a meaningful impact on both employee wellness and community trust, we encourage you to apply.



For more information, visit www.calopps.org/city-of-daly-city

The City of Daly City is an Equal Opportunity Employer

Definition

Under general supervision, the Support Dog Program Coordinator oversees the Police Department's support dog program within the Community Division. This position serves as the primary handler and caretaker of the department's support dog. This class supports community policing efforts by enhancing public engagement, providing emotional support services, and assisting with crisis response. The Support Dog Program Coordinator performs a combination of administrative, program management, and field-based duties, serving as a key liaison between the Police Department, community partners, and support dog teams. Performs other work as required.

Examples of Duties

Oversees support dog program operations including, training, certification and documentation including deployment history, and compliance documentation; manages program scheduling, logistics, supplies, and budget tracking; prepares reports, correspondence, and presentations for command staff and City leadership. Coordinates and participates in support dog deployments at community events, schools, neighborhood meetings, and public safety outreach initiatives fostering trust and positive interaction with diverse populations; assists with planning, coordinating, and scheduling major events such as National Night Out, school functions, and community presentations, supports field-based engagement efforts that strengthen relationships between the Police Department and the community; assists with crisis response and critical incident support, providing comfort to victims, witnesses, community members and department employees. Builds and maintains relationships with schools, healthcare providers, nonprofit organizations, and other community partners; serves as liaison for scheduling visits and coordinating services with external partners; and collaborates with other City departments to support outreach and engagement initiatives. Ensures support dogs meet all certification, vaccination, and behavioral standards; monitors animal welfare and suitability for public and high-stress environments and enforces safety protocols and respond to incidents or concerns. Responds to short-notice call-outs for community critical incidents, internal staff wellness debriefings, or other situations where support dog presence may be beneficial. Maintains awareness of social media trends and collaborates with the Public Information / Social Media team to ensure content accuracy and professionalism. Represents the Daly City Police Department with professionalism, empathy, and strong customer service in public-facing roles. Provides general administrative support for the Community Division as assigned.



Minimum Qualifications

Knowledge of: Knowledge of community policing principles and public engagement strategies, police department structure and functions, emergency response environments and protocols; privacy and confidentiality requirements; recordkeeping, reporting and documentation practices; social media trends, basics of psychological trauma and stress responses, crisis intervention principles, canine handling including basic and advanced obedience training, socialization techniques, health, grooming and general care.

Ability to: Communicate clearly and concisely, both orally and in writing, prepare effective written reports, effectively and professionally represent the City to the public, coordinate multiple projects and schedules effectively, engage diverse community groups, exercise sound judgment, maintain confidentiality, and handle sensitive situations; demonstrate flexibility, teamwork, and adaptability in dynamic and high-visibility environments; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding

time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Ideal Candidate

Education: Graduation from high school or the equivalent. Graduation from a college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Psychology, Animal Science, or a related field desirable.

Experience: Two (2) years of experience in program coordination, community engagement, administrative support, or related field. Experience supporting a law enforcement or public safety agency, background in community volunteer coordination, or crisis intervention desirable. Experience working with dogs in a structured setting (support, service, training, animal care, etc.) is also highly desirable.

License: Possession of a valid Class C California Driver's License. Possession of CPR/First Aid certification or ability to obtain within 6 months.

Physical Requirements: Able to stand, walk, bend, and lift up to 25 pounds and safely handle and interact with support dogs in various environments

Special Requirements: Must pass a comprehensive background investigation. Able to work flexible hours based on community and departmental needs.



Prequalification Questionnaire:

1) Do you possess a high school diploma or equivalent?

Yes

No

2) Do you possess two (2) years of experience in program coordination, community engagement, administrative support, or related field?

Yes

No

3) Do you possess a valid Class C California Driver's License?

Yes

No

4) Do you possess a CPR/First Aid certification or have the ability to obtain one within 6 months?

Yes

No

5) Are you able to stand, walk, bend, and lift up to 25 pounds and safely handle and interact with support dogs in various environments?

Yes

No

Signature _____

Date _____

Submit your application and prequalification questionnaire to:

Human Resources Department,

360 – 90th Street,

Daly City, CA 94015

OR apply online at:

www.calopps.org

Applicants for this position must be able to pass a comprehensive background investigation including polygraph and fingerprinting.



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Prequalification required with applications.

Incomplete applications will not be accepted.

Résumés are not accepted in lieu of a City of Daly City application.