



A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

Animal Care Services Director



ANIMAL CARE SERVICES DIRECTOR

The Position

The Animal Care Services Director is responsible for providing management and administrative oversight of the Animal Care Services Department. As the leader of the department, the Animal Care Services Director will lead all citywide animal control enforcement efforts, over see clinic and shelter operations and manage the adoption and rescue efforts necessary to meet the City's live release goals. The Animal Care Services Director coordinates assigned activities with other City departments and outside agencies including rescue groups, and evaluates and makes recommendations related to animal care procedures and methods. The Director exercises direct supervision over all departmental professional, technical, and clerical staff.



Essential Job Functions

- Provides management and administrative oversight of the Animal Care Services Department; plans and oversees all municipal Animal Care Services facilities.
- Manages municipal field operations to ensure the safety of the community and control the roaming animal population.
- Oversees City shelter and clinic operations to ensure that all animals receive proper and appropriate medical care and shelter.
- Works with live-release staff, partner agencies and rescue groups to maintain a high live release rate of 90% or higher.
- Assists in the development of community information and educational programs that encourage adoption and responsible pet ownership.
- Plans and administers the personnel and fiscal needs for the Animal Care Services Department; prepares and monitors the department's annual budget.
- Serves as the animal control authority for the City of San Antonio including public health and safety, quarantine of animals, and rabies control.
- Reviews and interprets Animal Care policies and regulations mandated by Federal, State, and local government entities, and oversees the operation of a safe and humane shelter and animal euthanasia program; remains abreast of modern euthanasia methods.
- Responds to questions from the public, City officials, and the media and assists in resolving sensitive inquiries and complaints from both internal and external sources.
- Works with the Animal Care Services Advisory Board.
- Works with Public Health officials in addressing animal-related community concerns.
- Ensures performance measures and metrics are developed, monitored, and achieved at every level of the organization.
- Negotiates and is involved in regular monitoring of contracts and local agreements.
- Develops short-and long-range strategy for the department.
- Oversees timely and cost-effective oversight of department construction projects.
- Maintains a strong sense of leadership to motivate the workforce.
- Performs related duties and fulfills responsibilities as required.





Requirements

- Bachelor's Degree in Public Administration, Business Administration or related field preferred.
- Seven (7) years experience in the management of a large Animal Care Facility or equivalent business operations experience.

The Ideal Candidate

The ideal candidate will be

- Skilled leader and manager with a proven track record of motivating and developing staff.
- A results-oriented leader possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate will have

- Knowledge of best practices and laws in animal care procedures and techniques.
- Knowledge of current issues related to the activities and operations of the Animal Care Services Department.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to exercise initiative, judgment and diplomacy in the management of the Animal Care Services Division.
- Ability to formulate new techniques and strategies for a more efficient operation of the City's Animal Care Division.
- Ability to establish and maintain effective working relationships with City staff, the public and the media.
- Ability to oversee large scale operations.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The Department

The City of San Antonio Animal Care Services is the largest, open admission, municipal shelter in South Texas. Serving San Antonio residents, ACS resides on a 14-acre campus boasting a variety of programs and services aimed at encouraging responsible pet ownership and compliance in our community. Animal Care Services responds to more than 100,000 calls for services, intakes more than 30,00 dogs and cats annually and has 130 staff positions.

Animal Care Services' mission is to encourage responsible pet ownership by promoting and protecting the health, safety, and welfare of the residents and pets of San Antonio through education, enforcement, and community partnership.

Since 2005, the City of San Antonio has taken progressive steps towards implementing more humane practices and programs at Animal Care Services. These innovations have resulted in significant measurable progress towards a more humane community. In fact, in FY 2015, the City's municipal shelter set an all-time historic of more than 85% Live Release Rate for all pets in our care. And in December 2015, the City for the first time achieved a 90% live release rate making San Antonio the largest City in the nation to achieve this nationally recognized milestone.

Services provided by the department include pet adoptions, return to owner services, field enforcement, cruelty investigations, shelter and clinic operations, spay/neuter programs and micro chipping and vaccinations.

Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Health Care – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs including a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled; however, the first review of resumes will be Monday, April 25.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

