CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

ANIMAL CARE SERVICES DIRECTOR

The City of San Antonio is recruiting for an Animal Care Services Director. This position is responsible for providing management and administrative oversight of the Animal Care Services Department. Develops and implements the expansion of a comprehensive volunteer program, and assists in the development of a strategic plan to promote increased pet responsibility and animal advocacy. Coordinates assigned activities with other City departments and outside agencies, and evaluates and makes recommendations related to animal care procedures and methods. Exercises direct supervision over professional, technical, and clerical staff.

The ideal candidate should possess excellent communication skills and the ability to establish and maintain effective working relationships with all levels of City staff, City Officials, and community organizations; advanced knowledge of animal care operations; ability to formulate new techniques and strategies for a more efficient operation; and, demonstrates initiative and displays good judgment and diplomacy in all interactions with both internal and external stakeholders.

Essential job functions will include: Develops policies and procedures and monitors work activities to ensure compliance with established guidelines. Evaluates and recommends changes and improvements to existing standards and procedures. Plans, directs and evaluates the work of the Animal Care Services staff. Coordinates and oversees the development of a comprehensive volunteer program to include the expansion of animal adoption efforts, and assists with the development of a strategic plan for promoting pet responsibility and animal advocacy in the City. 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 animal euthanasia program; remains abreast of modern euthanasia methods. Implements procedures utilized in daily operations to ensure direct results are achieved and prepare reports as required by Federal and State agencies. Plans and administers the personnel and fiscal needs for the Animal Care Division; prepares the division's annual budget. 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 Public Health Officials in monitoring and reviewing animal-related community concerns. Provides management and administrative oversight of the Animal Care Division and plans and oversees the new Animal Care Facility.

This position requires the successful candidate have seven years of experience in the management of a large Animal Care Facility. Bachelors Degree in Public Administration, Business Administration or a related field preferred. Starting salary negotiable, depending upon education and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, car and cell phone allowances, and voluntary benefits. This position is exempt from Municipal Civil Service, and subject to at-will employment.

Apply at once with letter, resume, references, and salary requirements to the City of San Antonio, Human Resources Department, Attention: Margaret Gonzales, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information my also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas or e-mailed to saexecsearch@sanantonio.gov. **Open until filled.**

The City of San Antonio is an Equal Opportunity Employer.