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 SHELTER MANAGER

The City of San Antonio is recruiting for an Animal Shelter Manager. This position is responsible for managing the operations of the City's Animal Care Shelter and ensuring humane and efficient treatment of animals. Exercises direct supervision over Kennel and Veterinary Supervisors.

The ideal candidate should possess excellent communication skills, and the ability to establish and maintain effective working relationships with employees, co-workers, management and the public; ability to formulate new techniques and strategies for more efficient operation of the City's Animal Shelter; prepare and present comprehensive studies and reports. Knowledgeable of animal care procedures, practices, and techniques, dealing with animal care activities.

Essential job functions will include: Manages operations, establishes goals and assesses performance of the City's Animal Shelter. Supervises, trains, schedules and evaluates assigned staff; assists Animal Services Director in the planning of the new Animal Care Facility and in the implementation of new or revised procedures; supervises the operation of a safe and humane animal euthanasia program and remains abreast of modern euthanasia methods. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established polices and procedures; makes recommendations for changes and improvements to existing standards and procedures; enforces State and City laws, ordinances and regulations pertaining to animal care. Investigates and responds to special requests and inquiries from the general public; assists animal care personnel in determining courses of legal action, and in preparing the filing of charges in a duly constituted court of law. Prepares reports and special presentations on the Shelter's operation; determines disposition of impounded animals as required by laws or ordinances; works closely with a licensed Veterinarian who is responsible for medical decisions regarding the disposition of sick or injured animals; participates in the development of the division budget and monitors fiscal operations; oversees the training of new personnel in humane animal handling and care; develops management systems to track kennel activities; ensures that adequate records are maintained on each impounded or disposed of animal.

This position requires the successful candidate have an Associates Degree from an accredited college or university with preferable coursework in Business Administration, or a related field. Four years of experience in managing and operating an animal shelter. Any applicant selected for employment with the City of San Antonio will be required to submit to pre-employment drug testing with a verified negative result and will be required to undergo a background check as a condition to employment.

Salary range is $40,428 - $60,648. Starting salary is negotiable depending upon education and qualifications. This position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status, and can be terminated at any time for any reason.

Apply with cover letter, resume, and references to City of San Antonio Human Resources Department, Attention: Brenda D. Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may 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. **Open until filled.** For additional information contact Brenda Evans at (210) 207-7978.

The City of San Antonio is an Equal Opportunity Employer.