

ASSISTANT DIRECTOR - ANIMAL SERVICES

Overview

Welcome to the City of Dallas!

The City of Dallas is one of the largest employers in the DFW Metroplex. We offer growth opportunities and a chance to make a difference in our community.

What do we offer?

A competitive salary, five-year vested pension plan, great benefits package that includes health, vision and dental insurance, pet insurance, tuition reimbursement, qualifying childcare assistance, paid time off and more.

Join our diverse workforce and help us in providing excellent service to the residents of Dallas while building a rewarding career.

The salary listed on this job posting is the starting salary range; amount offered will depend upon qualifications.

The Assistant Director of Animal Services assists and supports the planning, organization, direction, and the overall management, administration, operation, and maintenance of the Animal Services Department. This position provides leadership to maximize lifesaving while prioritizing public safety and animal quality of life and requires the ability to build a comprehensive strategy to meet department goals, including program and process development, marketing and communication, budget and finance, and data interpretation to effectively guide decisions.

Assistant Director Salary Range: \$114,154.16 - \$142,692.70 Annually

Essential Functions

- Directs and monitors all aspects of the constant humane treatment and handling of sheltered animals.
- Provides professional leadership and direction for an efficient and smooth operation of the shelter and overall Department including administration, shelter, field, and veterinary services; develops and reviews goals and objectives.
- Establishes priorities and assists in overseeing direction for all service delivery elements, animal intake, care, control, and public safety through procedures and strategies to accomplish timely and effective utilization of available services.
- Oversees general administration of the department including department's operating budget with review of significant variances to resolve budgetary problems; values and analyzes monthly management reports to make budgetary recommendations and to make strategic decisions.

- Directs managerial staff which includes hiring, training, performance evaluations, and other personnel actions to ensure productivity and quality standards are maintained.
- Monitors all aspects of shelter care and field operations, including cleanliness, feeding, housing, flow, capacity, and capital construction and design.
- Maintains a strong working knowledge of laws, ordinances and policies including OSHA regulations and compliance with appropriate laws and regulations.
- Ensures sufficient allocation of resources including responsibility for developing and managing budgets, supervising staff, and writing policies and procedures.
- Identifies areas of quality management to enhance productivity through improved work procedures, practices, communication, and accountability; directs the overall customer service and quality assurance programs including regular review and follow-up.
- Proposes and oversees capital expenditures and projects including meeting budget timelines.
- Represents the City at local, state, and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.
- Represents Department to City Council, Animal Advisory Commission, and other stakeholders.
- Performs any and all other work as needed or assigned.

Knowledge and Skills

- Thorough knowledge of business principles, practices and techniques used in department management.
- Knowledge of animal management and public safety.
- Knowledge of the principles of public administration.
- Knowledge of principles of personnel management and ability to plan, direct, and coordinate the work of others through subordinates.
- Ability to cooperate and work with Media and other news agencies.
- Ability in strategic planning and implementation.
- Knowledge of industry best practices.
- Ability to work with a diversified group of individuals.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

Work Experience

7 years in animal services, shelter management, shelter medicine, purchasing, public administration or other related experience. 2 plus years of Manager or Leadership experience, can be concurrent.

Licenses

None

Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Animal Services, or related field.

An equivalent combination of continued education and/or related experience can substitute for the bachelor's degree requirement.