



COUNTY OF
SAN DIEGO



CAREER OPPORTUNITY

Assistant Director, Animal Services

Anticipated Hiring Range: \$160,000 – 180,000 Annually
Excellent Benefits Package

THE POSITION

Assistant Director, Animal Services

The Assistant Director, Animal Services is an executive management classification that serves as the principal assistant to the Director, Animal Services. The position assists in managing the overall operational activities of the department as well as formulating and administering Countywide policy. The Assistant Director performs the following duties:

- Assists in planning, directing, coordinating, and evaluating the activities of the Department
- Advises the Director on policy and program development
- Identifies problems and formulates innovative solutions
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the department's mission, objectives and service expectations; participates in programs and activities that promote workplace diversity and foster equity and inclusion
- Presents reports, recommendations, and information to County Management, the Board of Supervisors, and other citizen/community groups
- Assists in developing the department's annual budget, and monitors revenue and expenditure transactions
- Serves as a liaison with public and private agencies, and provides information to County departments, the public, and agency representatives on departmental initiative activities
- Ensures that departmental activities conform with State, Federal, and local laws and regulations



DEPARTMENT OF ANIMAL SERVICES

The Department of Animal Services (DAS) is a nationally recognized organization that protects animals from abuse and neglect, protects the public from dangerous animals, and saves the lives of thousands of unwanted, abandoned, or lost pets each year. The Department has 66 full-time staff, two shelter facilities, an operating budget of nearly \$11.3 million, and currently services unincorporated communities of San Diego County. DAS will soon occupy a newly constructed animal shelter in Santee to replace Bonita and the Assistant Director will assist with the transition of operations to the new facility. The Department is launching a mobile veterinary surgical unit, the Pet Health Express, bringing essential animal services such as microchipping, spay/neuter surgeries to underserved communities of San Diego County. The Assistant Director position develops and implements services, animal care, community outreach and animal welfare law enforcement operations for Animal Services.

The Department's mission is to protect the health, safety and welfare of people and animals. The Department of Animal Services supports the County's Strategic Initiatives which include Equity, Empower, Justice, Sustainability and Community.

For additional information, please visit the Department of Animal Services [website](#).

MINIMUM QUALIFICATIONS

APPLICANTS MUST POSSESS THE FOLLOWING:

Five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four years of management level experience and at least one year of supervision; AND A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.



THE IDEAL CANDIDATE

The ideal candidate will be a strong, forward thinking, and innovative leader with outstanding operational expertise, a global perspective, and exceptional oral and written communication skills, along with experience interacting with members of the public, community leaders, and public officials. The candidate's professional history will demonstrate the following leadership competencies, attributes, and experience:

- Demonstrated experience in customer service, shelter management, pet adoption, and animal-related law enforcement
- Knowledge of process development and improvement, including innovation in technology
- Strategic thinking and anticipation of future challenges and trends related to department goals and initiatives
- Strong consensus-building skills while developing and maintaining long-term relationships with staff, volunteers, and community stakeholders
- Stimulating and actively leading a diverse team through organizational change, including business process reengineering
- Results-oriented change agent, with a commitment to improving performance and customer service
- Proven ability to be a consensus builder across County Departments, Groups, executive/senior management, elected officials, contract managers, and other stakeholders
- Experience with performance metrics / analytics



SALARY & BENEFITS



ANTICIPATED HIRING RANGE:

\$160,000 to \$180,000 Annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented.

BENEFITS

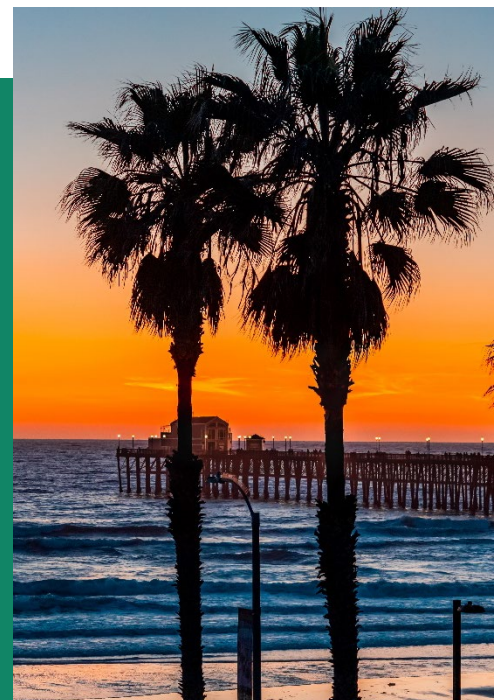
- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000

THE COUNTY OF SAN DIEGO



The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities throughout San Diego County.
- County services are provided by four business groups (Public Safety, Health and Human Services, Land Use and Environment, and Finance and General Government) each headed by a General Manager who reports to the Chief Administrative Officer.
- The County of San Diego has a budget of \$ 8.53 billion and provides services to the residents of the County through its over 18,000 employees.



THE COMMUNITY

OF THE COUNTY OF SAN DIEGO



WORK WHERE YOU PLAY!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

Heading east you will find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

SAN DIEGO COUNTY FACTS:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

SAN DIEGO WEATHER AVERAGES :

Average Temperature: 63.65°f

- *High Temperature: 69.8°f*
- *Low Temperature: 57.5°f*
- *Average Rainfall: 10.4 Inches*



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](https://sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.

HOW TO APPLY



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr;
2. Select the current job postings link, 24221612U
3. Attach your résumé, cover letter and a copy of college degree/diploma or final transcripts

Key Dates:

First Resume Review: Week of January 24, 2025

Interviews: Week of February 24, 2025

Expected Start Date: Month of March, 2025

SPECIAL NOTES

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, at Bryan.Faircloth@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Billie Jean Tamayo, Group Human Resources Director for the Public Safety Group, at BillieJean.Tamayo@sdcounty.ca.gov.

