

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DEPUTY DIRECTOR, ANIMAL SERVICES

Anticipated Hiring Range \$92,500 to \$102,500

Excellent Benefits Package

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DEPUTY DIRECTOR | COUNTY OF SAN DIEGO

DEPARTMENT OF ANIMAL SERVICES

The County of San Diego, Department of Animal Services (DAS) invites résumés from qualified candidates for Deputy Director.

The Deputy Director is an executive management classification that is responsible for the management of administrative and operational activities of the department including supervision of staff and volunteers. Under the administrative direction of the Director or Assistant Director, this position provides leadership and oversight for animal-related law enforcement, disaster response, sheltering, and pet adoption services.

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

THE POSITION

The primary responsibilities are to direct and coordinate staff and volunteers in carrying out a variety of operational functions related to customer service, shelter management, pet adoption, and animal-related law enforcement to protect people and animals. The incumbent is a member of the management team and is responsible for setting department goals, aligning program activities with County initiatives, and creating opportunities for functional threading with County departments and community partners/stakeholders.

THE IDEAL CANDIDATE

The ideal candidate will be a strong innovative leader. The candidate will possess outstanding managerial expertise, strong analytical skills, a global perspective, and have exceptional oral and written communication skills along with experience interacting with members of the public and various media outlets. The candidate will be dedicated to the highest ethical standards, ensuring responsible stewardship of all resources entrusted to the department, and be committed to achieving excellence. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- Knowledge of laws, regulations, codes, and ordinances related to the department
- Demonstrated experience in customer service, shelter management, pet adoption, and animal-related law enforcement
- Knowledge of process development and improvement, including innovation in technology
- Experience in disaster planning and response
- 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
- Situational leadership skills with emphasis on coaching and mentoring direct reports and teammates
- Stimulating and actively initiating organizational change, including business process reengineering
- Commitment to improving performance and customer service

MINIMUM QUALIFICATIONS

Qualified candidates will possess a bachelor's degree from an accredited U.S. college or university, or a certified equivalency for foreign studies, AND five years of experience that demonstrate the ability to perform the essential functions of the classification. Experience must include three years of management level experience and at least one year of supervision.

COMPENSATION

The anticipated hiring range upon appointment for this position will be **\$92,500 to \$102,500**. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance 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 further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

DEPARTMENT OF ANIMAL SERVICES

The Department of Animal Services (DAS) protects the public from dangerous animals, protects animals from abuse and neglect, and saves the lives of thousands of unwanted, abandoned, or lost pets each year. Approximately 25,000 animals enter DAS' three regional shelters annually. DAS provides animal-related law enforcement, sheltering, medical, and pet adoption services to the unincorporated area of the County and, by contract, to the cities of San Diego, Carlsbad, Del Mar, Encinitas, Santee, and Solana Beach.

DAS has 128 full-time staff and over 900 volunteers providing nearly 115,000 hours of service, with a budget of \$17.6 million.

2015-2016 Department accomplishments include:

- Reunited 84.9% of 20,333 sheltered dogs and cats with their owner or adopted into a new home
- Since July 1, 2015 ensured that no healthy or treatable animals that came into our shelters were euthanized by providing medical care when resources allowed and placed animals with rescue partners or adopters
- Responded to County-wide emergencies; informed and educated residents on emergency preparedness for their pets and themselves
- Responded timely to 98% of 27,355 calls for service
- Reached 4.76 out of 5.00 customer satisfaction score



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 covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- 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.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.35 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.gov/hr, select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review of résumés for this recruitment will be October 17, 2016.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom-Whitney, Deputy Director of Human Resources, at Brandy.Winterbottom-Whitney@sdcounty.ca.gov or 858-505-6324. Questions about the position or department should be directed to Linda Holt, Group Human Resources Director for the Community Services Group at Linda.Holt@sdcounty.ca.gov or 619-531-5116.

Class No. 002273
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