



# DEPUTY DIRECTOR

## Animal Services

Anticipated Hiring Range: \$130,000 - \$170,000 Annually  
*Excellent Benefits*



[SanDiegoCounty.gov](http://SanDiegoCounty.gov)

# The Position

## Deputy Director, Animal Services

The **Deputy Director, Animal Services** is an executive management classification that serves as one of two principal assistants to the Director, Animal Services. The position is responsible for the management of departmental administration activities and front-line customer service at County animal shelters. Duties include the following:

- Plans, directs, and coordinates the activities of the division
- Develops and implements divisional processes and procedures and sets division goals and objectives
- Directs departmental administrative processes to include the management of animal control attendants
- Directs the coordination of division functions and activities with County departments, governmental agencies, and private industry
- Advises and makes recommendations on policy and program development
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups
- Performs special studies and projects
- May act in the absence of the Director
- Performs other duties as assigned



Appointee will be expected to become familiar with animal welfare standards and practices such as a Fear Free Training and Certified Animal Welfare Administrator (CAWA) certification.

**NOTE:** The normal work schedule for this position is in-person Monday - Friday



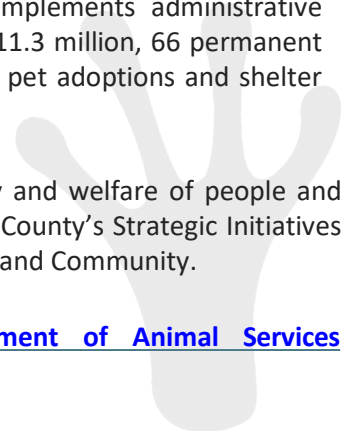
## The Department

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 Deputy Director will assist with the transition of operations to the new facility. The Department has launched 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 Deputy Director position manages, develops and implements administrative operations, preparing and managing a budget of almost \$11.3 million, 66 permanent staff and overseeing robust Volunteer programs aimed at pet adoptions and shelter pet enrichment 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.](#)



# The Ideal Candidate

The ideal candidate will be a strong, forward thinking, and innovative leader with exceptional operational expertise, a broad organizational perspective, and outstanding oral and written communication skills, along with experience interacting with members of the public, community leaders, and public officials. The ideal candidate will have a strong, demonstrated history of strategic leadership within complex public-sector settings, specifically in facilities management, administrative services, and public-facing operations, including experience handling Public Records Act requests. The candidate's professional history will demonstrate the following leadership competencies, attributes, and experience:

- Leadership of multidisciplinary administrative functions, including budget, fiscal, contracts, human resources and information technology with the ability to align these services with department and organizational priorities and service outcomes
- Experience overseeing front-line customer service operations, ideally in a high-volume environment such as an animal shelter, emergency response settings or similar public-facing service delivery areas
- 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

## Minimum Qualifications

Five years of experience that demonstrates 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; AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.



*Protecting the health, safety and welfare of people & animals*

Animal Services

# Compensation & Benefits

\$130,000 to \$170,000 Annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented.

- 15 days of paid vacation, 12 paid holidays, 2 floating 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



## Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.

## County of San Diego Vision & Values



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 \(sandiegocounty.gov\)](#).



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.

# How to Apply

## Application Process And Recruitment Schedule

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr)
2. Select the current job postings link, 26227304U
3. Attach your résumé, cover letter and a copy of college degree/diploma or final transcripts

### Key Dates:

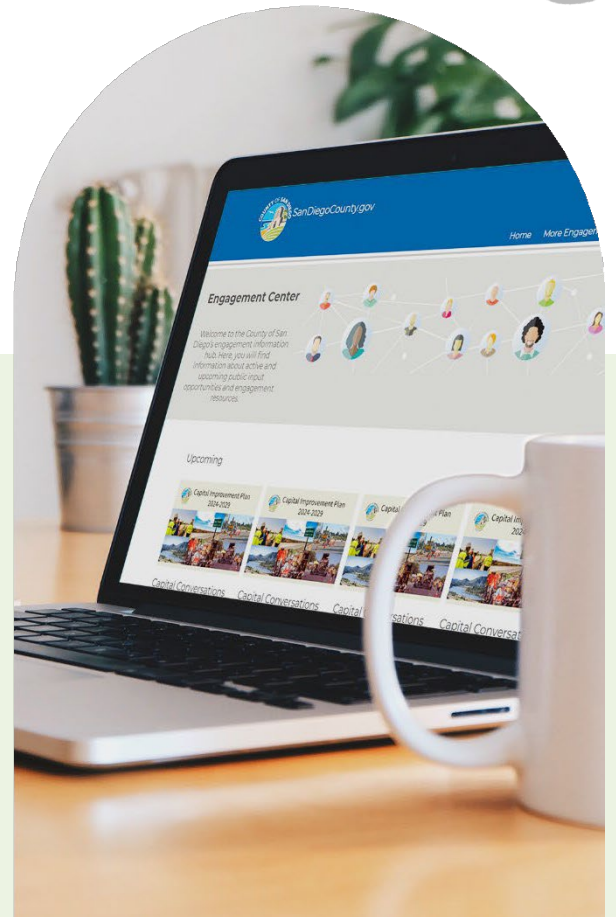
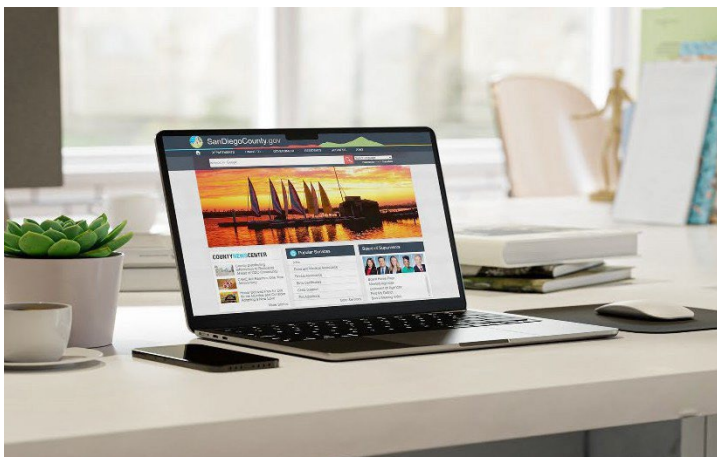
- First Resume Review: Week of May 4th
- Interviews: Week of June 1st
- Expected Start Date: Month of July

## 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, via email at [Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov).