



## **Brownsville Animal Regulation & Care Center Assistant Director**

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# BROWNSVILLE, TEXAS

## Truly the BEST place to live!

The City of Brownsville is the southernmost city in Texas and the largest city in the lower Rio Grande Valley. Brownsville is second only to San Antonio in historical significance.



## LOCATION! LOCATION! LOCATION!

On the banks of the Rio Grande, the City of Brownsville has developed into an exciting home to over 180,000 citizens. Brownsville is a city that embraces its history while asserting its role in the future of Texas and even the world. Downtown Brownsville, a certified Main Street District with \$57.6 million in recent revitalization investment, was just distinguished as a National Registered District. The Port of Brownsville, already an economic engine to South Texas, is working on new initiatives that are slated to bring approximately 10,000 more jobs in both traditional and modern sectors, such as Liquefied Natural Gas. The world converges in Brownsville, strategically at the epicenter to international trade hubs.



**Community, Culture, & Cuisine**



**Health & Wellness Initiatives**



**Opportunities and Economic Growth**

Brownsville boasts a robust multi-modal transportation system: rail, sea, air, land and soon space ports all connect to interstate access and three international bridges. Brownsville is actively promoting an economic frontier that is on the leading edge of technology, with Space X building here its prototype for space exploration. Come learn about everything Brownsville has to offer: On the Border, By The Sea, and Beyond...

## Hospitality and celebrations are a Brownsville tradition!

Brownsville is home to natural beauty and history. Brownsville's unique location offers proximity to South Padre Island and Mexico as well as its own amenities and activities. Tree-lined resacas, oxbow lakes nestled throughout neighborhoods, offer backyard recreation like kayaking and stand up paddleboarding. The Gladys Porter Zoo spans 28-acres with lush tropical plants and some 1,600 animals. Art, history, and children's museums, two innovative libraries, and an observatory curate diverse exhibits.

## Hospitality and Celebrations Continued...

The annual Charro Days and Sombrero Fest, much-anticipated community events, celebrate Brownsville's rich cultural traditions. Brownsville offers an outstanding quality of life that promotes an active lifestyle, an affordable cost of living, safe neighborhoods, and excellent educational opportunities. From cradle to college, there are public and parochial schools and higher education institutions, including Texas Southmost College and The University of Texas – Rio Grande Valley, all within the sixteen safest metro area to live, according to a 2019 index by *U.S. News & World Report*.

## Local Flavor

Brownsville has a wide selection of restaurants from family-owned to national franchises. No matter the preference--seafood, barbeque with a Tex-Mex twang, or vegetarian dishes--local eateries have a flavor for every palate.

## Health & Wellness

Brownsville is a two-time All American City award recipient and a Robert Wood Johnson Foundation Culture of Health winner. The City's "Active Plan" is a blueprint for a 428-mile hike and bike trail network that will link the rich natural, cultural and historical resources—creating a regional identity for outdoor tourism, promoting healthier lifestyles, and generating a new sense of community pride.

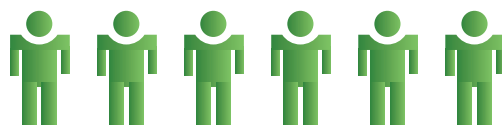
## Mobility & Transit

Brownsville has a robust multi-modal transportation system. The Brownsville/South Padre Island International Airport is constructing a modern 97,000 square-foot passenger terminal to better serve the functional and efficient needs of business and leisure travel. With thirteen bus routes, B-Metro is the largest mass transit system in the Rio Grande Valley, with hybrid busses to be added to the fleet in 2020. Three international ports of entry, including Brownsville & Matamoros International, Gateway International, and Veterans International Bridges, all connect with our sister City of Matamoros, Mexico. The Port of Brownsville, the only deep water port located on the U.S.-Mexico Border, reports an estimated \$3.6 billion in exported commodities as well as \$3.2 billion in imported commodities. Within the Port, Brownsville International Railway (BRG) transports goods such as steel, petroleum, agricultural and general products with an intermediate switch to Mexico.

## From the Sea to the Stars

NewSpace City Brownsville seeks to incubate the new space commercial industry and generate excitement and academic exposure to aeronautical sciences. From Brownsville, watch SpaceX launch its prototype rocket on its pursuit of a mission to Mars!





## Demographics

According to the U.S. Census Bureau, Brownsville's population estimate for July 1, 2018 is 183,392.

Experiencing tremendous growth, the population has more than doubled in three decades.

Invigorated by youthful energy, the median age is 28.



# The Position

## Brownsville Animal Regulation & Care Center (BARCC) Assistant Director

The Brownsville Animal Regulation Care Center Assistant Director is responsible for overseeing the overall day to day management of the Animal Care, Customer Care, Behavior and Education of the Brownsville Animal Regulation Care Center. This position is responsible for assisting the Public Health Director in developing goals, preparing reports, providing related recommendations, coordinating with officials, and ensuring health compliance. The class researches and formulates long range goals for the organization; develops policy and position papers and supports the Public Health Director.

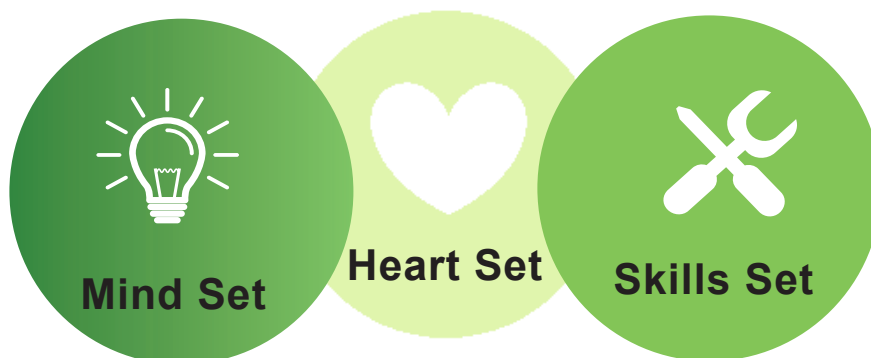
### The Ideal Candidate

Our ideal candidate for Brownsville Animal Regulation & Care Center (BARCC) Assistant Director aspires to be a model of innovation, inclusion and empowerment who enables bold people and ideas to thrive. The BARCC Assistant Director will be a participatory leader: a results-oriented, relationship-building, self-aware team player who also possesses high integrity, politeness, and fostering trust by building relationships with tolerance, patience and support in order to provide the best value in service of the citizens of Brownsville.





## Model of Competencies





## Key Functions:

- Evaluates and supervises staff to provide growth and maximize potential of all employees to facilitate the day-to-day operation.
- Assists Public Health Director with the selection and cultivation of qualified shelter operations staff, models effective behaviors and skills and builds morale among staff
- Evaluates areas relevant to shelter operations and programs, recommends revisions and implements changes accordingly
- Management and oversight of overall animal inventory, assuring the shortest length of stay in BARCC Shelter
- Assists and helps the director in the development and administration of departmental goals and objectives
- Assists and helps director in the preparation and monitoring of related reports including budgets and those submitted to the City Manager and City Commission
- Works with staff to create and implement operational protocols and procedures including, but not limited to, euthanasia, adoptions, behavior evaluations, animal health, etc.
- Consistently strives to keep abreast of shelter operations, animal care, behavior, education, and welfare issues affecting the animal shelter.
- Assist staff when necessary with job related tasks. Assists with shelter tours, lectures, public education programs, special events, and fund raising activities as needed.
- Ensures appropriate supplies and equipment are available for effective shelter operations.
- Ensures all activities within the facility are conducted in a manner conducive to the safety and well-being of all employees, volunteers, visitors, customers, and animals.
- Provides on-call support to respond to shelter emergencies on an as needed basis.
- Develops and implements the Shelter Operations Business Plan & Annual Budget as approved by city commission.
- Ensures all operational reports are submitted to the Health Director in a timely manner.
- Provides on-call support to respond to shelter emergencies on an as needed basis.
- Conducts required board meetings of the advisory committee as required by regulations or city ordinances.
- Assists with the development of administrative procedures for the department.
- Establishes long-range plans and programs, identifying funding sources, allocating funds for, and implementing long-range capital improvements, major equipment, and new technology systems that support goals and objectives of the organization.
- This job description is not intended to be all-inclusive and the employee will perform other reasonably related business duties as requested by the Health Director.



### **Job Specifications**

•A genuine and deep love of animals; a positive outgoing compassionate individual with hands on ability, excellent proven organizational, management and leadership skills; good public relations and communications, including mixed media; good budgetary and accounting; must be a team player; good verbal and written skills.

### **Minimum Education**

- Requires Bachelor's degree in Public or Business Administration or business management related field.
- Master's degree preferred.

### **Special Certifications and Licenses**

• Must obtain before the end of 6 month orientation period: Animal Care Training Certificate, Animal Control Certificate, and Animal Euthanasia Technician Certification

### **Minimum Experience**

- Minimum Five (5) years of Supervisory or Management experience in an animal facility
- Experience in working with government agencies, community groups volunteers, and animal welfare organizations.

### **Benefits:**

The City of Brownsville participates in a generous retirement plan with retirement opportunities available at 5 or 20 years of continuous service. The City has an exceptional employee and family medical and dental insurance plan. Employees may also contribute to deferred compensation plans from Nationwide or VALIC or supplemental insurance plans from AFLAC and Colonial Life. Full time employees have the opportunity to accumulate 10 sick days and 10 annual days per year. Additionally, the City of Brownsville observes 12 holidays annually.

### **City of Brownsville is an Equal Opportunity Employer**

The City of Brownsville does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.