



CITY OF SAN BERNARDINO

Director of Animal Services

THE COMMUNITY

The City of San Bernardino is a community rich in history and cultural diversity. Today, the City of San Bernardino, which was founded in 1810, serves as the county seat and is the largest city in the County of San Bernardino with a population of over 218,000 and more than 62 square miles. With a look to the future, the City is working hard to move the community forward and improve city services and quality of life.

THE POSITION

The City of San Bernardino is seeking an experienced professional able to lead the Animal Services Department including field and licensing services in addition to management of the City's shelter which receives more than 7,000 animals annually. The Director of Animal Services is responsible for managing, directing and integrating the functions, programs, and activities of the Animal Services Department. Responsibilities are broad in scope and involve highly sensitive and publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion and high ethical standards. This position will lead and motivate a team of 20 FTE's. The Department budget is \$2.5mil.

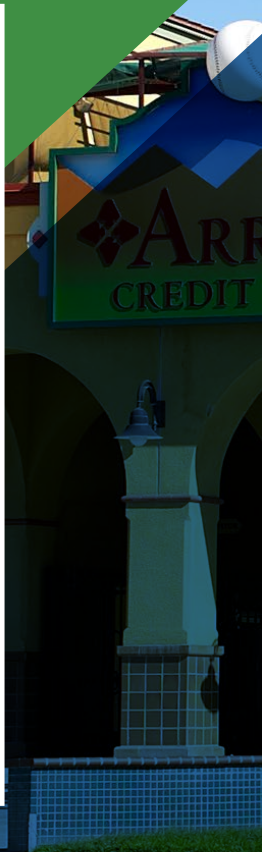
Key Functions and Priorities

- » This position plays a critical role in maintaining ongoing communication with city council, the city manager, and partnering agencies to ensure animal services concerns are heard and to advise on the operations which include veterinary care, field enforcement, shelter care, licensing and immunization, and administrative services.
- » Initiate, build, and coordinate involvement of volunteers, community groups or task forces in matters involving animal health and safety; address sensitive inquiries and public complaints.
- » The Director should play a critical role in building funding sources and additional revenue streams in support of improved facilities and services.
- » Update policies and procedures relevant to today's animal services department.
- » Improve website and on-line access and information for staff and the general public.



The City of San Bernardino Animal Services Department Mission

Our mission is to help homeless pets find their forever family, inspire people to become responsible pet owners and to make our community a better place for both people and animals.





THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and insightful service-oriented leader with strong supervisory and budgetary abilities and have a solid understanding of current animal service principles and practices. Excellent interpersonal skills are necessary to promote a team-oriented working environment and a culture of accountability, responsiveness, and trust. The successful candidate will be a self-motivated, hands on contributor who is goal and solutions-oriented, and is capable of program implementation through collaboration, building strong partnerships with other city departments, businesses and associations, and other key stakeholders. Professional experience in field and investigations programs, and shelter and veterinary services would be ideal.

Key Attributes and Characteristics

- » Strong project and people manager who inspires new ideas and creativity; leads and demonstrates diplomacy, inclusivity and a positive attitude.
- » An excellent communicator projecting high integrity and ethical conduct; who cultivates productive relationships with city council, partnering agencies and community groups, city and department staff, and the general public.
- » An experienced strategist: able to make and stand by difficult decisions and articulate those to audiences of all levels.
- » An active problem solver who anticipate and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- » A leader who can stay focused on the goals and mission of the organization, has high emotional intelligence, thick skin, and a sense of humor.

QUALIFICATIONS

- » Bachelor's degree in public or business administration, animal husbandry, biological science or closely related field. A combination of related experience and education may be considered
- » A Master's degree is preferred
- » Six (6) years of progressively responsible experience in field and investigations programs, shelter and/or veterinary services
- » Two (2) years of experience in a management capacity

COMPENSATION AND BENEFITS

The salary range for the Animal Services Director is **\$123,336 - \$149,916** commensurate with the candidate's experience and qualifications.

In addition to a competitive salary, the City offers an attractive compensation and benefit package, that includes:

Retirement – Participation in the California Public Employees' Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance – Monthly City contribution of \$1,125 employee only or \$1,250 employee + family towards Medical, Dental and Vision Care Insurance Plans.

Leave – Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Car Allowance – The City provides a car allowance of \$725 per month.

Life & Accidental Death and Dismemberment Insurance – The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other – Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, June 12, 2020.

To be considered, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=649>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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CPS HR Consulting
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frojas@cpshr.us

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

