



DIRECTOR OF ANIMAL SERVICES





THE CITY

Dickinson, Texas is located on the beautiful Dickinson Bayou, a pathway to Galveston Bay, and is a prime geographic location, situated halfway between Houston and Galveston. With a total land area of 10.3 square miles, comprised of 70 percent residential and about 8 percent is commercial development, Dickinson can offer its residents and visitors an inviting lifestyle with a “small town feel”.

With its close proximity to both the attractions of Downtown Houston and to the rich history of beautiful Galveston Island, Dickinson is uniquely positioned for increasing vitality and growth. In addition, Dickinson is surrounded by great recreation amenities, shopping, dining, and attractions like NASA's Johnson Space Center and the Kemah Boardwalk. Dickinson residents have the best of both worlds: a relaxed approach to life in a small community setting with all of the attractions of a large city or island vibes at their fingertips.

Dickinson is special because of its unique environment. Towering pine trees and an ecosystem including a navigable bayou and multiple tributaries make wildlife viewing second to none in Galveston County. In recent years birding enthusiasts have discovered Dickinson and have enjoyed our most recent citizens—a family of bald eagles. It is not unusual to be driving through neighborhoods and see white tail deer grazing in vacant fields or yards. The fishing, power boating, kayaking, and watersports that Dickinson Bayou supports is a “hidden gem” in the region, not to mention the incredible sunsets. And yes, there is a reason our football team is named Dickinson Gators!

A majority of Dickinson students are served by the Dickinson Independent School District, while some attend schools within the Santa Fe Independent School District, as well as charter, private and parochial schools within the community. With several new facilities under construction and planned for in the next couple of years, Dickinson Independent School District is continually building and expanding to provide the best opportunities for its students, while ensuring that its educational facilities offer state-of-the-art technology and superior learning environments. A community college, College of the Mainland, is located in adjacent Texas City, and a number of private and public universities are in the

greater Houston area, including several nationally known research universities and medical centers. All of this, and much more, make Dickinson a great place to live, work and play!

THE ORGANIZATION

The City of Dickinson is a Home Rule municipality with a council-manager form of government. The City Council consists of a Mayor and six Council Members, with one member designated as Mayor Pro-Tem. All members of the Council are elected at-large and serve three-year staggered terms. The Mayor and Council is the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight, and public safety.

The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. The position is tasked with administering the City's administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council. By City Charter, the City Manager appoints the City Secretary, Police Chief, Municipal Court Judge and City Attorney with Council approval.

The city offers the following services: administration, community development, economic development, emergency medical services, finance department, fire marshal's office, library, municipal court and public works. Utilities are provided by a separate entity, the Galveston County Water Improvement District No. 1.

The City Council appoints the members of the Dickinson Economic Development Corporation, a 4-B entity under Texas Statute, as well as members of various City Boards and Commissions. Council approves the appointment of the Management District No. 1, Dickinson Educational Finance Corporation, and Bayou Lakes Public Improvement Districts No. 1 and No. 2. The City participates in an inter-local agreement with the Cities of Clear Lake Shores and Santa Fe to provide animal control and sheltering. The Bayou Animal Services facility which supports these interlocal agreements is located in the City of Dickinson.

For more information visit <https://www.ci.dickinson.tx.us/>

ANIMAL SERVICES

Animal Services are provided through Bayou Animal Services, a non-profit local government corporation under the City of Dickinson formed in 2016 to provide animal control and sheltering services for its originating cities of Clear Lake Shores, Dickinson, and Santa Fe. Bayou Animal Services strives to treat each and every animal and guest as an individual, and tailor customer services efforts to meet their needs. Bayou Animal Services has many pets available for adoption, to include foster home placement services to assist with shelter capacity, as well as tremendous volunteer opportunities.

The Animal Advisory Committee has members that serve one-year terms, and include municipal officials, a licensed veterinarian, an animal shelter operator, and a representative from an animal welfare organization. The purpose of the Animal Advisory Committee is to advise the City Council and the City's animal services provider (Bayou Animal Services) on animal control problems and compliance with regulations of State or other governmental entity.

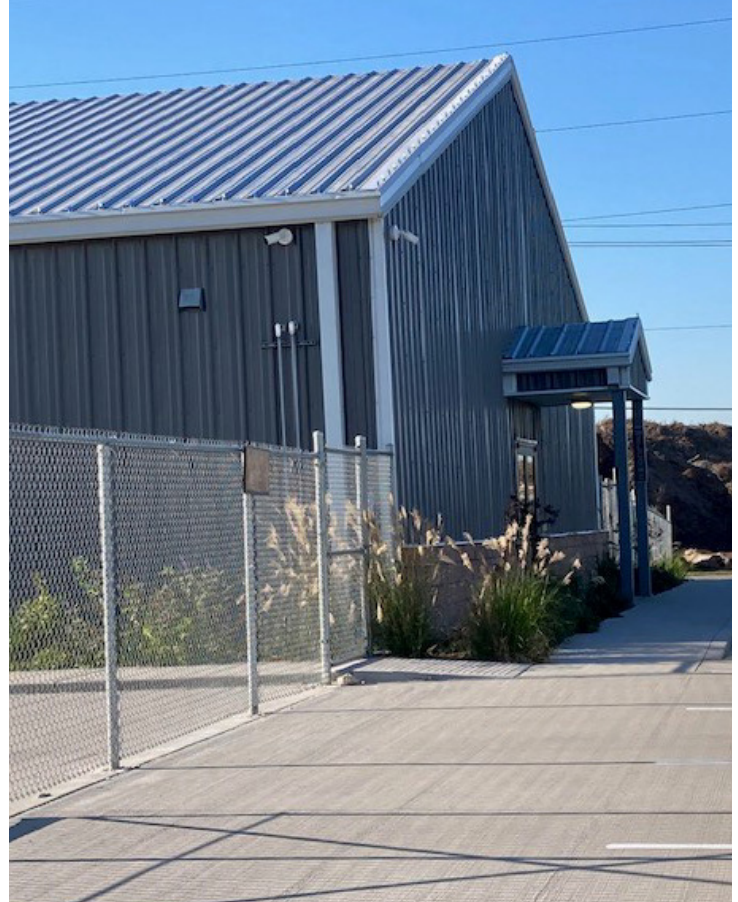
THE POSITION

The Animal Services Director is the overall management and operations of all shelter functions. This includes but is not limited to animal care, adoptions, facilities, and staff management. The Animal Services Director should have a complete understanding of all animal shelter functions including adoptions, customer service, field operations, volunteer and foster programs, and shelter medicine. It is imperative this new leader has animal care knowledge of domestic and wild animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling technique.

The Director must have a proven record of success managing a team to help promote and support the mission of the shelter; knowledge of Animal Shelter Standards of Care including, but not limited to, cleaning and disinfecting protocols as well as capacity for care; knowledge of state laws regarding the control, care, treatment, and sheltering of animals as well as knowledge of city ordinances regarding the control, care, and treatment of animals; a familiarity with all City and departmental rules, regulations, policies and procedures, as well as any relevant federal and state regulations, safe work practices and the ability to ensure compliance with these practices.

Essential functions include:

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for animal shelter activities and operations; and implements policies and procedures.



- Plans, prioritizes, assigns, supervises and reviews the work of staff assigned field and shelter activities related to the control and care of animals housed, treated and cared for at the Animal Shelter.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staffing, equipment, materials and supplies; monitors and controls expenditures.
- Plans, organizes, and conducts special projects; researches, compiles, and analyzes information from various sources on a variety of topics; maintains databases for tracking information; writes reports and delivers presentations to communicate findings.
- Performs a variety of public relations, public speaking and outreach duties related to the Animal Shelter and/or related programmatic activities; serves as liaison with outside agencies and organizations and general public; promotes positive community and public relations by corresponding with and speaking to a variety of civic and school groups about humane animal care and treatment.
- Presents and provides updates to the Animal Advisory Board and Corporation, as requested, relative to operations, projects and programs.

- Performs a wide variety of administrative duties for the division; creates and prepares reports, manuals, correspondence and other materials; assists in the response to letters, general correspondence, and newspaper/newsletter articles; composes and prepares routine letters, memoranda and reports; responds to media requests.
- Plans, develops, organizes, implements, directs, and evaluates the organization's strategic plans.
- Understands and follows all animal related municipal ordinances under the three jurisdictions and applicable State statutes pertaining to the operations of the Animal Shelter.
- Serves as contact and resource person for the Animal Shelter; explains or refers to the appropriate person, policies, rules and regulations in response to inquiries and complaints.
- Prepares, processes, and oversees the preparation, processing and files management activities of the Animal Shelter.
- Coordinates assigned services and activities with other departments, outside agencies and the general public.
- Maintains isolation of quarantined animals, as needed; supervises euthanasia in accordance with established policy and regulations; monitors the safe use, storage and issuance of sodium pentobarbital, sedatives, needles and syringes.

- Negotiates price with vendors for equipment and supplies, orders equipment and supplies.
- Assists in the evaluation of facility sanitation and management practices at the Animal Shelter and provides advice regarding practices intended to minimize disease transmission between animals housed at the facility.
- Performs the more technical and complex tasks of the work unit including enforcing applicable rules and regulations governing the licensing, impounding, quarantine, treatment and disposal of animals; prepares and maintains a variety of records and reports pertaining to animal services.
- Trains staff in the application of various animal control methods for animal capture and the use of appropriate equipment including proper response to disease outbreaks within the shelter environment; supervises the safe handling, proper care, and treatment of animals.
- Monitors the daily operations of the Animal Shelter facility; ensures cleanliness of shelter facilities and the proper maintenance and upkeep of animal holding areas and equipment.
- Participates in the selection of staff; coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures as directed.
- Supervise and manage personnel, which includes work allocation, training, and problem resolution; motivate employees to achieve peak productivity and performance.
- Keeps abreast on new developments and best practices in humane animal control methods, equipment, facilities and regulations; recommends and implements adjustments as necessary.
- Develop, write, communicate, and enforce policies and procedures promoting the mission, including implementing Standard Operating Procedures and updating as needed.
- Oversee facility upgrades and renovations.
- Reinforce existing partnerships and relationships.
- Build and expand new relationships.
- Stay abreast of and comply with all City and departmental policies and procedures.
- Required to work as an essential employee before, during and after an emergency or natural disaster.



THE IDEAL CANDIDATE

The ideal candidate is a professional and strategic leader who possesses an unwavering commitment to public service, their employees, colleagues and organization, and the community. The new Director will quickly establish a level of credibility, mutual trust and respect and bring a proven track record of successful, sustainable change management. This role requires a transparent communicator that is skilled at accurately conveying their message to audiences with varying levels of expertise and understanding including staff, executives, elected officials, and the community. The new Director must be a confident decision-maker, who can adeptly and diplomatically navigate sensitive issues while encouraging innovation, cooperation and a 'let's get it done' attitude will find this role fulfilling.

The ideal candidate must have a passion for the welfare of animals, along with experience managing animal care issues and innovative approaches to sustainable solutions. It is imperative that the new leader has the ability to create a supportive environment that instills staff loyalty and superior morale, as well as a strong understanding of the complexities of widely diverse communities providing appropriate, culturally and economically sensitive services. Financial management experience, as well as fiscal planning and resource allocation is important in this role.



EDUCATION AND EXPERIENCE

- Bachelor's degree in business administration, animal science or closely related field.
- Three to five (3-5) years of experience in an animal shelter or animal-focused environment.

COMPENSATION AND BENEFITS

Salary is commensurate with qualifications and experience of the successful candidate. The City of Dickinson also offers an excellent array of benefits.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Resumes will be accepted until position has been filled.

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references at: <https://www.cpshr.us/recruitment/1903>.

For additional information about this position please contact:

KYLIE WILSON

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www.cpshr.us

CPS HR  CONSULTING

Candidates deemed to have the most relevant qualifications will be invited to interview with the City of Dickinson.
A comprehensive reference and background check will be performed on final selected candidate.