



# City of OKC

Animal Welfare Superintendent

<https://www.cpsrh.us/recruitment/2418>



# WORK FOR OKC



**Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.**

## About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

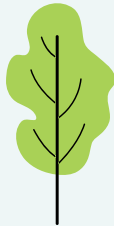
Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with the OKC Will Rogers International Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

## DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

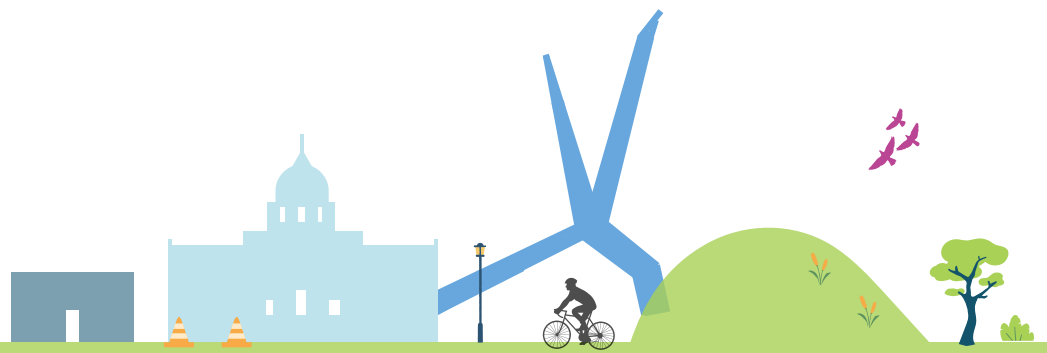
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: [okc.gov/government/maps-4](http://okc.gov/government/maps-4).



## **THE CITY'S VISION & MISSION**

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

### **The City's core values include:**

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

# DEVELOPMENT

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## The Department

In July 2009, the City Manager created the Development Services Department to enhance the City's ability to respond to various code enforcement issues, manage the Animal Welfare program, and to streamline the overall process of the issuance of building permits and construction inspections more efficiently. The Development Services Department is now responsible for and is an integral part of many facets of our growing community.

The mission of the Development Services Department is to provide animal welfare, code enforcement, construction permitting and inspections, licensing, and development application review services to the development community and general public so they can receive timely development decisions and live in a clean, safe and stable City.

Oklahoma City voters approved the sales tax to fund MAPS 4 in 2019, which includes \$42 million for a new

animal shelter to replace OKC Animal Welfare's current facility. The shelter will be on City-owned land and will be the main location for intake, adoption and care of animals by OKC Animal Welfare. A new shelter is a critical element in making Oklahoma City a safer and more welcoming place for residents and pets. The project will begin construction in 2024 and open in 2026. The new shelter will have more kennels and will have a park setting outside with outdoor play areas. The surgical suite will be expanded with a designated x-ray area. The plan also calls for a new barn to house farm animals.

## The Position

The Animal Welfare Superintendent is under the supervision of the Development Services Department Director and oversees the Animal Welfare Division which includes four programs:

**The Animal Shelter Program** provides temporary animal care,



# SERVICES

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animal adoptions and reclaim services so residents can have affordable pet adoption opportunities and more animals can be saved.

**The Community Outreach Program** provides education, opportunities for community engagement, animal placement outside of the shelter and support programs to residents so they can be informed and promote responsible pet ownership and assist with the goal of animals remaining in the home and reducing animal intake.

**The Field Services Program** provides public health and safety, public education, enforcement, and animal rescue services to the general public so they can experience an environment of responsible pet ownership that is free of dangerous, stray or deceased animals.

**The Veterinary Services Program** provides medical care to shelter pets and spay and neuter services to shelter and reclaimed pets to ensure that pet owners can experience the companionship of a healthy pet.

## Essential Functions

- Overseeing divisional activities involving animal shelter, veterinary services, and field operations.
- Researching and evaluating various methods and procedures of Animal Welfare utilized by other organizations.
- Preparing and administering division's budget, goals and objectives.
- Conducting presentations related to animal care and handling to requesting organizations or groups.
- Meeting with state and federal agencies to discuss grants, new programs, and laws related to Animal Welfare.
- Talking with the general public to explain or relay information and resolving complaints pertaining to field or shelter operations.



# Compensation

The approved salary range for this position is **\$94,502.88** to **\$144,489.60** and is dependent upon the qualifications and experience of the selected candidate.

## Minimum Qualifications

- Requirements include a minimum of a bachelor's degree or equivalent applicable professional work experience
- Minimum of five years animal shelter, or similar sized animal welfare organization, experience at applicable senior supervisor or manager level.
- Knowledge of managerial concepts, practices, and principles; current and acceptable animal welfare practices, techniques, and methods; rules and regulations governing the welfare of animals.
- Skill in planning/supervising Animal Welfare maintenance and operations; ability to communicate well using tact and diplomacy.
- Skill in reading, interpreting, and enforcing applicable codes, rules, and regulations.
- Skill in critically assessing and organizing a wide variety of information.
- Ability to plan, design, implement and evaluate current programs.
- Ability to develop long-range plans and evaluate work accomplishments.
- Ability to travel.

**Note:** Supervisory responsibilities include overseeing the euthanization of animals.

## THE IDEAL CANDIDATE

## Working Conditions/Physical Requirements

- Primarily indoors, subject to prolonged sitting, standing, walking, or telephone usage.
- Frequently outside with local travel required to monitor sectional projects.
- Occasionally required to change work hours beyond normal quitting time.
- May require a varied work schedule to include weekends and holidays.
- Near vision enough to read and draft various forms of written communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.

**This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019.** This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

**Note:** The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

# Competencies

**Execution and Results:** (1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.



**Business Judgment:** (1) Makes sound decisions and build hypotheses under uncertainty; (2) leads strategic direction, and operational decision-making in volatile, complex, or uncertain business context; (3) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (4) makes effective, timely, well-informed, objective, and transparent work-related decisions; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies a broad understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

**Teamwork/Team Oriented:** (1) Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience;

(6) actively listens, clarifies information as needed.

**Customer Centric:** (1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

**Strategic Thinking:** (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts

appropriate officials.

**Leads Through Influence:** (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

**Commitment to Continuous Improvement:** (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

**Agility:** (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches,

methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

**Talent Development:** (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility.

**Inclusive Leadership:** (1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others; welcomes diversity in ideas, perspectives,

and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized employees, participates and encourages participation of I&D initiatives.



# Total Rewards

## Competitive Benefits Package

- Flexible schedules and some telework options
- 96 hours of vacation leave a year
  - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan



# How to Apply

**APPLY HERE**

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, December 2, 2024**.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

For more information and to submit your materials, visit:

<https://www.cpshr.us/recruitment/2418>

For any questions please contact:  
**Kylie Wilson**, Principal Consultant, at  
[kwilson@cpshr.us](mailto:kwilson@cpshr.us).

CPS HR  CONSULTING

## **An Equal Opportunity Employer**

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

