



COUNTY OF RIVERSIDE
DEPARTMENT OF ANIMAL SERVICES

Director of Animal Services





— THE DEPARTMENT OF ANIMAL SERVICES —

Mission: Working together to improve Riverside County for people and animals.

With a vision for promoting an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity, the Department of Animal Services (DAS) is comprised of the Animal Shelters, Veterinary Services, and Public Safety and Enforcement Services. These operational groups serve sixteen (16) different contracted cities with varying services and the unincorporated areas of Riverside County which, alone, includes over 421,000 residents. The dedicated members of DAS strive to meet the highest standards of performance and compassion on behalf of the animals and people they serve. Animal Shelters provide a safe haven for animals, and function as the center of the community's animal care and control programs. Animals sheltered at the facilities include dogs, cats, horses, livestock, rabbits, and "pocket pets" including guinea pigs, hamsters, and reptiles. In addition to caring for the animals, DAS shelters provide educational programs, spay and neuter, adoption, licensing, and support services. Public Safety and Enforcement Services impounds stray animals, reunites pets with their guardians in the field, educates the community, and cultivates public support and compliance with state and local animal laws. DAS Animal Control Officers provide field services for the the unincorporated areas of Riverside County and 13 contract cities, county-wide. Veterinary Services includes spay and neuter surgery, shelter medicine, and public pet wellness services and plays an integral role in public health through rabies control (e.g., animal bite reporting and prevention), zoonotic disease surveillance activities; and reporting suspected disease outbreaks in impounded poultry and livestock.

— THE COUNTY —

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play. With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,300 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs. The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County. Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California. Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.

— THE COUNTY GOVERNMENT —

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies.

To learn more about the County of Riverside, go to <https://rivco.org>

The Department is committed to meeting its mission and vision through:

- Demonstrating respect, sensitivity, and understanding toward all people and animals.
- Improving Riverside County through education, humane sheltering, responsible pet placement, progressive law enforcement, and reduction of pet overpopulation.
- Using adoption, education, and veterinary medical programs as an alternative to euthanasia.
- Seeking lifetime homes for the pets we place.
- Providing the tools, environment, and information to foster a safe and healthy workplace with an emphasis on teamwork.
- Collaborating to improve Riverside County for its people and animals.

For more information about the County of Riverside Animal Services, go to: <https://rcdas.org/>

To view The County 2024/2035 budget, click [here](#).

— THE POSITION —

The Director of Animal Services plans, organizes, and directs the operations and programs of the Animal Services Department including development, coordination, and implementation of policies and procedures affecting Animal Control and Shelter activities, programs, and services. The Animal Services Director is appointed by, and reports to, the County Executive Officer, and has primary responsibility for leading the department to ensure that the Animal Services policies and procedures are implemented in the three operating divisions: Animal Control Field and Shelter Services, Administrative Services, and Veterinarian Services.



Required skills and Experience

- Accomplished in leading an organization that provides animal services.
- Skilled in managing animal shelter operations as well as animal control operations.
- Knowledge of the laws relating to State/County Animal Control/Rabies Enforcement, and Fish and Game programs.
- Past experience working with organized volunteer groups, spay/neuter and adoption programs.
- Regulations regarding the humane treatment of animals as promulgated by the American Humane Association and/or other organizations, as well as criminal justice processes as they relate to Animal Control law enforcement.
- Direct responsibility for budgetary planning, regulatory compliance, coordination of animal care, integration of animal services activities, and community and public relations.

Essential Duties include may not be limited to:

- Plan, organize, and direct operations of the Department of Animal Services, providing management direction and control for staff activities, programs, services, and line operations in animal services facilities Countywide; select, assign and direct subordinate supervisors and other key staff and evaluate their performance.
- Enforce federal, State, and local laws and ordinances relating to animal control services; maintain contact with State, local, and other agencies relative to Animal Services concerns; interface with City Council and County Board of Supervisors as necessary to monitor compliance with Joint City/County Animal Control Shelter Services.
- Communicate, interface, and coordinate with the community and community groups to develop programs that enhance or support the department; speak at community, civic, and business groups to assure communications with the veterinarian medical community, animal rights' advocates and others; negotiate with private organizations and veterinarians when necessary to provide contractual animal control services; through subordinate staff, assures adequate outreach for volunteer assistance.
- Identify problem areas and develop resolutions and enhancement to operations; monitor, evaluate and recommend methods for improving the efficiency of services provided; determine long-range information systems equipment and personnel needs; work with Information System staff to implement improvements.
- Coordinate programs for developing, implementing and maintaining consistent policies and procedures; review policies and procedures for effectiveness and consistency with service goals, standards, and current needs.
- Prepare and submit program budget; supervise the review of expenditures and maintenance of budgetary controls including needs for personnel and equipment.

The Director of Animal Services oversees four shelters across the county including Riverside, Coachella Valley, San Jacinto, and Blythe. The County brings in approximately 32,000 animals per year. This position will oversee five direct reports with an overall staff of 193.

— THE IDEAL CANDIDATE —

The ideal candidate will be an articulate, inclusive, and dynamic leader that thrives on challenge and creating safe and positive outcomes for animals and community members. 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 businesses, associations, and other key stakeholders.

The ideal candidate will have a proven background successfully leading animal services and animal control, possesses a positive presence and demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable. An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed. The selected candidate will have strong customer and community relations skills along with political acumen and a thorough knowledge of the legislative process. Solid financial abilities are necessary to build and maintain fiscal sustainability.

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 elected officials, partnering agencies and community groups, County 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 outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training, development opportunities, and succession planning.
- A compassionate and humble individual with an understanding and awareness of the emotionally challenging environment that animal services can be, and motivates and inspires collaboration, is willing to listen, and makes decisions based on feedback, the needs of the community, and is willing to articulate those in a respectful and professional manner.
- 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 from an accredited college or university, preferably with a major in business or public administration, or a closely related field is required.
- Master's degree from an accredited college or university with a major in business or public administration, or a closely related field is preferred.
- Additional qualifying experience in a highly visible managerial position involving complex and difficult public relations duties may be substituted for education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.
- Over four years of experience in a management or administrative capacity in a public or private organization involved in animal control and shelter operations.



— SALARY AND BENEFITS —

The salary range for this position is \$156,269.79 - \$276,395.91.

- **MEDICAL/DENTAL INSURANCE:** A Flexible Benefit and premium subsidy totaling up to \$1,561 is provided toward the cost of medical and dental benefits. Effective January 2025, the flexible benefit subsidy will increase up to \$1,800 for family coverage. Vision coverage is provided through Vision Service Plan (VSP) at no cost to employee or eligible dependents.
- **RETIREMENT:** A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%
 - * if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
 - Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.
- **EXECUTIVE VEHICLE ALLOWANCE:** A \$550 monthly Executive Vehicle allowance is provided.
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
- **401(a) MONEY PURCHASE PLAN:** County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (Bi-Weekly Accrual):** 1-3 years = 8.92 hours, 4-9 years = 10.46 hours, 10 or more years = 12.00 hours. Additional information can be found on the County's Human Resources website page: www.rc-hr.com
 - Maximum Annual Leave accumulation is 1,800 hours.
 - Employees may elect to enroll in the Annual Leave Buy Down Program and receive a cash payout or a deferral to a 457 deferred compensation account up to 160 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.

— APPLICATION PROCESS — AND RECRUITMENT SCHEDULE

The final filing date is Friday, November 1, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/riverside-dir-of-animal-svcs/>

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:



Frank Rojas
(510) 495-0448

Frank_Rojas@ajg.com

Website: <https://koffassociates.com/>

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 executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

