



The County of Placer, California
is seeking a highly skilled professional for the position of

Animal Services Manager

Department of
Health and Human Services



Annual salary: \$93,953.60 – \$114,212.80

Due to California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

This recruitment will be open until 5:00PM on 8/8/2016.

THE OPPORTUNITY

This is an outstanding career opportunity to join the Placer County Animal Services Division of Health and Human Services and contribute to the continued success of this progressive and innovative organization. Reporting to the Assistant Director of the Division, this position will manage all functions of Animal Services for Placer County. The person chosen for this position will be assigned the task of managing the transition into the new Placer County Animal Services Center, scheduled to open late Fall 2016, and ensure the implementation of the animal services operations is successful from the new facility.

VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is a prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is only 30 miles northeast of Sacramento, the State capital. The total population is approximately 370,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. Lake Tahoe is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND QUALITY OF LIFE

Placer County is consistently ranked first for its quality of life and in the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer County also offers exceptional outdoor recreation opportunities

and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long from hiking and biking, to horseback riding, rafting on rivers, snowshoeing and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

COUNTY GOVERNMENT AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. The responsibilities of the appointed County Executive Officer (CEO) are defined in County Charter. Six County officials are elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall). The County's budget for FY 2015-16 is \$816.7 million with a staff of approximately 2,500.

THE IDEAL CANDIDATE

The Department of Health and Human Services (HHS) is looking for someone with experience in the development, management, and administration of Animal Services programs. The ideal candidate will have experience managing a governmental and/or non-governmental animal shelter and/or animal control organization. In addition, the ideal candidate must have excellent communication and coalition building skills to form partnerships with non-profit organizations, and the community, as well as volunteers and animal rescue organizations.

Placer County Animal Services implements a comprehensive animal care and control program including operation of an animal shelter with veterinary



services, animal licensing and adoption, rabies control and communicable disease prevention, animal care education, enforcement of the County's Animal Control Ordinance and Humane laws that protect animals from neglect and cruelty, and emergency response. The Animal Services Manager will be expected to be progressive and creative in forming partnerships to improve sheltering and adoption programs, maximize opportunities for community education and outreach, enhance the support of our volunteers, improve veterinary services, and increase fund raising opportunities.

This classified management position serves as a member of the Health and Human Services management team and reports directly to the Assistant Director of the Animal Services Division. As a member of the management team this position will assist in developing an annual budget, resource planning, and recommendations of future needs in optimizing performance of the Division.

MINIMUM QUALIFICATIONS FOR THE ANIMAL SERVICES MANAGER INCLUDE:

Experience: Five years of increasingly responsible administrative, management, licensing, patrolling, kenneling and/or enforcement work in an animal care/protection or law enforcement agency, with at least two of the five years' experience performing supervisory functions.

Training: Equivalent to a Bachelor's degree from an accredited college or university with a major in business administration, public administration, health administration, animal science, or closely related field.

In addition to the minimum education and experience, the ideal candidate will possess knowledge in the following areas:

- Principles and practices of public health and communicable disease as it relates to rabies and zoonotic diseases;
- Principles and practices of animal services as it relates to fiscal, personnel and program management;
- Coordinating with regional animal rescue groups;
- Community outreach for spay/neuter and rabies education programs;

- Managing and implementing animal care training and behavior assessment classes;
- Relevant State and local laws;
- The California Compendium of Rabies Control and Prevention;
- Cultural challenges frequently encountered with animal service programs and animal rescue organizations;
- Best practices and current methodology in animal volunteer programs, fund raising, community education and outreach programs ;
- Principles of effective employee supervision, training and development; budget development and resource management.

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

HHS provides a unified system of quality services to safeguard the health and well-being of the people and animals in Placer County. HHS strives to keep all children, adults, and families healthy, and to ensure that animals are valued and cared for. HHS provides a broad spectrum of unique mandated services to more than 60,000 Placer County residents annually. The services provided make the best use of emerging technologies to ensure that the department is operated as efficiently as possible and responsive to the constantly changing needs of the community. HHS delivers services through a combination of contracts with local organizations and a dedicated team of public servants focused on providing cost effective high quality services to Placer County residents and businesses. Placer County's dedication to HHS and the public good has led to consistent Federal and State recognition as a model of excellence in service delivery and has become known as the "Placer Model." The "Placer Model" reflects the foundational belief that the services HHS provides must be research-based, cost effective, culturally informed, and fiscally sustainable.

The Department consists of six divisions as follows:

- Administration;
- Adult System of Care, In-Home Support Services, and Medical Clinics;
- Children's System of Care;
- Public Health;



- Environmental Health, and Animal Services;
- Human Services.

These programs offer services in Auburn, South Placer, and the North Lake Tahoe areas. Services are offered on-site in other communities throughout Placer County. In total, the Health and Human Services Department has 784 allocated permanent positions, approximately 180 extra help-temporary employees.

COMPENSATION

The annual salary range for this position is \$93,953.60 - \$114,212.80. Starting salary will be dependent upon qualifications. In addition, the County offers an attractive benefits package including:

- Retirement: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS). Pension formula is dependent upon hire date with Placer County.
- Cafeteria Plan: \$2,100 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account or a sponsored 401(k) plan.
- Health, Dental and Vision Insurance: Choice of health insurance plans provided through CalPERS with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance; dependent coverage available at employee's expense
- Annual Leave: 100 hours of management leave to be used as time off or paid in cash, 13 thirteen paid holidays and vacation accrual of 10 – 25 days based on years of service.
- Life Insurance: County provided: life insurance \$50,000 and accidental death \$10,000.

APPLICATION PROCESS

To apply for this outstanding career opportunity, please submit an application and responses to the supplemental questionnaire via the County's website www.jobs@placercounty.com. Interested candidates are encouraged to apply immediately as this recruitment will close at 5:00PM on 8/8/2016. To evaluate applicants training and experience, a rating panel will be conducted to score supplemental questionnaires for those applicants meeting minimum qualifications. Scores from this evaluation will determine applicant ranking and placement on the eligible list

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on the notification that minimum qualifications have been met.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including fingerprint clearance and physical examination.

HUMAN RESOURCES DEPARTMENT

Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200
Auburn CA 95603

(530) 889-4060
www.placer.ca.gov/jobs

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

