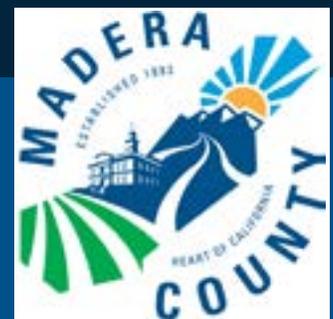




COUNTY OF MADERA

ANIMAL SERVICES DIRECTOR



Recruitment services provided by Ralph Andersen & Associates

Our Mission

Creating a countywide Culture of Excellence through dedicated public service

Our Core Values

- ◆ Professionalism
- ◆ Loyalty
- ◆ Accountability
- ◆ Compassion
- ◆ Excellence

The Community

Madera County is the geographic center of the State of California. The County covers an area of approximately 2,100 square miles, which encompasses portions of the rich San Joaquin Valley, the Sierra Nevada Mountain Range, and the southern portion of Yosemite National Park. The County has a population of 157,672 with an unincorporated population of 74,000. Madera County has been named one of the fastest growing counties in California. Madera County enjoys housing one Community College campus with two more campuses in nearby communities. Additionally, Madera County is just a short drive from California State University, Fresno and University of California at Merced. The County has some of the most desirable housing costs in the state and is located at the southern entrance to Yosemite National Park, which affords a variety of recreational opportunities, including skiing, fishing, picnicking, and numerous recreation streams and lakes. In short, Madera County is a fun-filled region of outdoor adventure, wine tasting, and historic museums.

The County Government

A California General Law county, Madera County is governed by a five-member Board of Supervisors elected by district for four-year terms. The Board of Supervisors appoints a County Administrative Officer (CAO) who is responsible for providing overall management for County operations. The County has a General Fund budget of \$290.9 million for the FY 2019-20 and employs approximately 1,500 permanent and seasonal staff in its 35 Departments. A majority of employees work at the modern, and conveniently located, Government Center in the City of Madera, the County Seat.

Madera County is committed to providing responsive, transparent government services to its citizens. The CAO serves the legislative function of the

Board by providing research, information and recommendations, and serves all of the executive functions of the Board by administering and supervising all County departments in matters that are the responsibility of the Board.

The Position

The Animal Services Director is an at-will position appointed by the Board of Supervisors and reporting directly to the CAO. The Director plans, manages, and oversees the County's programs for the licensing, impounding, and disposal of animals, is responsible for the proper enforcement of animal control ordinances, oversees the operation of the animal shelter, and supervises Animal Services Officers to perform the full range of Animal Services Officer duties. The Director supervises an annual budget of \$1.425 million and a Department comprised of 16 full-time staff with 3 direct reports.

Key functional areas include:

- ◆ Interprets, applies, and explains the policies, procedures, laws, codes, and regulations pertaining to County programs and functions;
- ◆ Effectively represents the County's animal services, enforcement, and shelter programs to the public, community organizations, and other government agencies;
- ◆ Develops and administers assigned budgets, prepares budget requests, and controls expenditures;
- ◆ Supervises and directs Animal Services Officers in responding to calls and complaints from the public concerning stray, vicious, diseased, or dead animals; performs the full range of Animal Services Officer duties;
- ◆ Oversees and participates in the care and feeding of animals at the animal shelter; ensures proper maintenance and cleanliness of the shelter;

orders and accounts for materials and supplies needed for animal shelter operation; oversees and participates in the proper disposal of animals;

- ◆ Schedules vaccination and rabies clinics;
- ◆ Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work;
- ◆ Selects, directs, supervises, trains, and evaluates assigned staff; and
- ◆ Operates a variety of animal control tools and equipment including firearms.

The Ideal Candidate

Candidates for this position must have a track record of experience in supervising animal shelter operations as well as animal control operations. The Director functions with limited daily supervision and oversight from the CAO, so therefore must be capable of independent thought and action while remaining in synch with County priorities and objectives. The ideal candidate will have a commitment to the mission of the department and will proactively work to improve the functioning of County services and programs.

The Animal Services Director is also the liaison with the general public to promote and increase public awareness of animal care and control laws. This includes the development of educational and informational programs as well as responding to public inquiries and/or complaints regarding policies and procedures of the Department. Additionally, the Director will be expected to continue to build relationships and partner with the local Friends of the Madera Animal Shelter and other key animal interest groups.

The ideal candidate will need to possess:

- ◆ The demonstrated ability to communicate effectively and with confidence across all mediums. The Animal Services Director will frequently meet with the Friends of the Madera Animal Shelter, other community groups, the Board of Supervisors, and County Departments.

The Director must be able to articulate and explain County Policies in person and across various Social Media Platforms;

- ◆ An understanding of compassionate animal welfare and regulatory compliance to successfully lead and manage the Animal Services Department;
- ◆ A collaborative management and personal style that can attract, train, and retain key animal services staff and integrate volunteers from the Friends of the Madera Animal Shelter into shelter operations; and
- ◆ The necessary background and experience to articulate a quality no-kill animal services program with the ability to develop a plan to implement that vision.

Challenges and Opportunities

The new Animal Services Director will be confronted with a number of challenges and opportunities that will require inspired leadership, out-of-the-box thinking, and creative problem-solving skills. Among these challenges and opportunities are:

- ◆ The Madera County Animal Shelter main physical plant was built in 1973; an adoption outbuilding was added in 2007. The building is functional, but the new Director must maintain the existing building while examining options for the future;
- ◆ Pursuing new grant funding opportunities to offset some of the budgeting requirements;
- ◆ Building on the relationship with the Friends of the Madera Animal Shelter to increase volunteer opportunities, leverage fund-raising capabilities, and develop a Memorandum of Understanding; and
- ◆ The current organizational structure is flat and offers no opportunities for professional development; the new Director should work with the County Human Resources Department to reorganize the structure to allow for not only that development but also to enable succession planning.



Qualifications

Experience: The ideal candidate will possess five (5) years of increasingly responsible experience in the licensing, impounding, control, and disposal of animals which included frequent public contact and two (2) years of supervisory and administrative responsibilities.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in animal science, animal health technology, or a related field.

Licensing: Completion of requirements for California Penal Code Section 832. Possession of, or ability to obtain, a valid Class 'C' California driver's license.

Compensation and Benefits

The salary for the Animal Services Director up to \$75,144 annually. Placement within the salary range will be determined by the candidate's qualifications and experience as deemed appropriate by the Board of Supervisors. Madera County offers a benefits package that includes the following:

- ◆ **Defined Benefit Retirement Plan:** The County participates in the California Public Employees' Retirement System (CalPERS). For current (classic) employees, the benefit is 2.7% @ 55 with the 8% employee contribution paid by the County. For new members, the benefit is 2% @ 62. The County participates in Social Security.
- ◆ **Health/Dental/Vision Coverage:** Employees participate in the CalPERS Health Benefit Program. The County offers 95% employer-paid health/dental/vision insurance coverage for the employee for certain health plans, and 50% of two-party or dependent coverage.
- ◆ **Deferred Compensation Plan:** Employees have the option to voluntarily participate in

the County's 457 tax-qualified program. For department heads who show proof of other coverage and opt out of the Health Benefit Program, the County will contribute to their deferred compensation account. For the 2019 calendar year, this contribution amount equals \$656.73 per month.

- ◆ **Life Insurance:** \$50,000 County-paid life insurance policy.
- ◆ **Disability Coverage:** County-paid Long-Term Disability coverage.
- ◆ **Holidays:** 13 paid holidays per year.
- ◆ **Sick Leave:** 1 sick leave day per month, accruing without limit.
- ◆ **Vacation:** 1-week paid vacation in first year of service upon approval by the Board of Supervisors, 2 weeks paid vacation after 1 year of service with accrual increasing thereafter with years of service (45 days maximum accrual).
- ◆ **Management Leave:** 40 hours of management leave per fiscal year.

To Apply

This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. Ideally, the selected candidate will join Madera County in July 2020 (or a mutually agreed upon date). Electronic submittal of resumes is preferred via email to apply@ralphandersen.com. Candidates are requested to submit a compelling cover letter and comprehensive resume for consideration. This is a confidential process and references will not be contacted until mutual interest has been established. Confidential inquiries welcomed to Mr. Nick Marano (916) 630-4900.

