



# Animal Services Manager

Salary: \$96,093—\$129,726 annually



Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working as an effective manager in a fast-paced environment? Can you use your excellent leadership skills to lead and guide a group of dedicated professionals? Then, Fremont Animal Services may be the ideal place for you!

#### **Tentative Recruitment Schedule**

First Review of Applications: October 17, 2018—  
Noon

Personal History Questionnaire: October 24, 2018

Written Exercise and Oral Boards: TBD



## About Fremont

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager. Fremont employs over 936 regular employees and has a General Fund budget of approximately \$205 million dollars.

## The Position

The Animal Services Manager is a management level position that is responsible to plan, organize, and supervise a full range of animal services including pet licensing, investigation, enforcement, and full service shelter. The successful candidate will also assist in the development and implementation of goals, objectives, policies and priorities within the Animal Services Unit.

## Examples of Duties

- ◆ Plan, direct and manage personnel and activities of the Animal Services Unit.
- ◆ Select, train, supervise and evaluate subordinate supervisors and staff.
- ◆ Assist in budget preparation and administration for the Animal Services unit.
- ◆ Manage the operation of the Tri-City Animal Shelter.
- ◆ Ensure the enforcement of ordinances providing for the regulation, care, registration and disposition of animals. This may include supervision of field enforcement.
- ◆ Ensure the proper licensing of dogs, collection of fees and maintenance of appropriate records.
- ◆ Oversee the impounding and emergency veterinary care of injured, sick or abandoned animals found on public or private property.
- ◆ Ensure the proper quarantining of animals.
- ◆ Develop public education programs concerning the responsibilities of animal ownership and proper care and control of animals.
- ◆ Direct the investigation of complaints regarding animals such as inhumane treatment of animals and dog bite incidents.
- ◆ Assure the removal and disposal of dead animals from public or private property.
- ◆ Other duties as assigned.

## The Ideal Candidate

The ideal candidate will:

- ◆ Exhibit exceptional customer service and conflict resolution skills.
- ◆ Possess thorough knowledge of animal control services; principles of supervision; work planning, division, and review methods, laws governing animal services and shelter operations; codes and regulations applicable to programs relating to animal services including laws and regulations governing licensing, impounding, care and disposal of animals.
- ◆ Demonstrate working knowledge of Microsoft Office Suite.
- ◆ Build and maintain cooperative working relationships with staff and the public.
- ◆ Effectively deal with upset or angry individuals.
- ◆ Possess working knowledge of working in a professional police business unit.
- ◆ Display the ability to prepare clear, concise, and complete analysis, proposals, reports and other written materials.
- ◆ Possess the skill in exercising sound judgment with established guidelines.

## Minimum Qualifications

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance. Example combinations include a bachelor's degree from an accredited college in business administration or closely related field, and five years progressively responsible experience in animal services environments including two years in a lead or supervisory capacity.

This position requires the ability to travel independently within City limits. Possession of a valid Class C California Driver's License is required at date of hire.

## Compensation and Benefits

The annual salary is \$96,093 — \$129,726 depending on qualifications.

Current benefit features include:

- ◆ 2.0 % @ 62 public employment retirement
- ◆ (CalPERS) package, five years to vest.
- ◆ City contribution to a 401(a) plan, 2% of base salary.
- ◆ Health Benefit Allowance of \$2,130.13 monthly for employees/dependents that includes medical, dental and vision plans; child care and medical expenses can be paid with pre-tax dollars.
- ◆ 128 hours of general leave time per year, which may be used for vacation and sick leave.
- ◆ 112 hours of management leave.
- ◆ Twelve paid holidays, including one floating holiday.
- ◆ City paid life and AD&D insurance; supplemental life insurance coverage is optional.
- ◆ Voluntary Deferred Compensation Plan.
- ◆ City-paid Long Term disability insurance; voluntary employee-paid Short Term disability insurance.

The probationary period for this FAME represented position is twelve (12) months. For the complete benefit summary please [click here](#).

## Application and Recruitment Timeline

This position is open until filled and may close without further notice. The first review of applications is **October 17, 2018 at Noon**. To be considered for this opportunity, apply online at [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs). The application requires you to complete the application, attach a resume and complete a supplemental questionnaire. Your responses must reflect the work experience you provide in the "Work Experience" section of your application.

The process will include a personal history questionnaire, written exercise, a panel interview and other related test components. A background investigation, polygraph exam and medical examination are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise HR of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

## **ANIMAL SERVICES MANAGER - SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the Animal Services Manager position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Animal Services Manager. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

When you apply online you will be asked to respond to the following questions:

- 1. Do you have five years or more of progressively responsible experience in animal services environments including two years in a lead or supervisory capacity ?**
  - None of these apply to me
  - Yes, I have five years of progressively responsible experience in animal services environments including two years in a lead or supervisory capacity
  - Yes, I have five years or more of progressively responsible experience in animal services environments including two years in a lead or supervisory capacity
  
- 2. What is your highest level of education?**
  - High School diploma or equivalent
  - Associate's degree
  - Bachelor's degree
  - Graduate degree
  - None of these apply
  
- 3. Do you possess a valid California driver's license?**
  - Yes
  - No
  - No, but I have the ability to by time of appointment.
  
- 4. Do you have experience working for a CA public agency at the state or local level?**
  - Yes
  - No
  
- 5. Do you have experience selecting, training, supervising and evaluating subordinate supervisors and staff? If so, how many professional years of experience do you have?**
  - None
  - 1-2 years
  - 3-4 years
  - 5 or more years
  
- 6. In 150 words or less, please describe your work experience in animal services environments along with your lead or supervisory experience.**