

## **Job Title: Animal Services Manager**

### **Overview**

Orange County is pleased to announce an exciting opportunity. We are seeking a motivated, high energy, self-starter to serve in the role of Animal Services Division Manager. This is highly responsible management and administrative work in planning, organizing and directing the activities of the County Animal Services Division.

Work involves responsibility for the effective enforcement of the County animal ordinance through the development and management of supporting programs including adoptions; spay neuter clinic(s), foster care, shelter operations, humane education and dangerous dog investigations. Work involves interaction with national, state and local organizations relating to animal law enforcement and animal control programs. Assignments are received in the form of broad policy statements. Work is performed independently with supervision by an administrative superior. Performance is reviewed periodically through conferences, reports and observations of program effectiveness

### **Representative Duties**

- Organizes and manages daily activities relating to animal care and the operations of the County's Animal Shelter, public spay/neuter clinic and mobile spay/neuter clinics.
- Reviews current divisional activities and programs for effectiveness and implements improvements. Promotes responsible pet ownership through humane education to reduce the number of complaints and animal related problems.
- Enforces the County's animal ordinance.
- Coordinate animal control investigations and programs with various law enforcement agencies in the County.
- Communicates with the public regarding complaints and problems relating to animals.
- Prepares and monitors division budget, revenues and expenses and prepares special reports as required.

### **Knowledge, Skills and Abilities**

- Knowledge of law/code enforcement principles, procedures and techniques.
- Ability to work under pressure and to deal tactfully with diverse individuals and with angry individuals.
- Knowledge of the principles and practices of public administration.
- Ability to perform research and analyze statistics and other related data.
- Ability to interpret codes, ordinances, policies and procedures.

### **Minimum Qualifications**

Bachelor's degree from an accredited institution with major course work in public or business administration or related field and five (5) years' experience in animal care and regulation or an equivalent combination of education, training and/or experience.

### **Salary**

\$83,429 - \$135,554 - Annually

**Apply Online:** <https://www.ocfl.net/>

### **Address**

Animal Services Division  
Health Services Department  
2769 Conroy Road

Orlando, Florida 32839

**Veterans Preference**

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the position posting number you are applying for, the title of the position and the last 4 digits of your social security number.

**Educational Requirements**

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the National Association of Credential Evaluation Service (NACES) or the Association of International Credentials Evaluations (AICE) at your expense.