

Broward County, FL – Assistant Director (Operations Director) of Animal Care and Adoption

Salary: \$91,481 - \$146,003 DOQ plus excellent benefits

Description: Broward County is the 18th most populous county in the nation and the 2nd largest in Florida. As a regional provider of programs and services, the County employs more than 6,200 employees in 60 different agencies, has an overall budget of approximately \$5.8 billion and services a population of about 1.9 million. Day-to-day functions of the County Government are directed by the County Administrator who in turn reports to a nine- member elected Board of County Commissioners.

Broward County Animal Care & Adoption is a Division within the County's Department of Environmental Protection and Growth Management. The Division includes a major Animal Shelter taking in an average of 13,000 dogs and cats each year and provides a full range of animal services covering a 1,220 square mile area. In 2012, the Broward County Board of County Commissioners adopted the goal of becoming a "No Kill" community. The Division has an overall budget of about \$8.1 million and authorized staff of approximately 80 full time employees and additional personnel provided by a volunteer program.

Reporting to the Director of Animal Care and Adoption, the Assistant Director (Operations Director) is responsible for the Shelter and major day-to-day operations of the Division. Some of the key responsibilities include:

- Directs and monitors all aspects of the constant humane treatment and handling of sheltered animals.
- Provides leadership and direction for an efficient and smooth operation of the shelter and overall Division including clinic, business office, field services, facilities, and animal placement.
- Works with veterinarians and clinic staff on matters concerning animal health and behavior.
- Monitors all aspects of field operations and shelter care, including cleanliness, feeding, housing, traffic flow, space use, and capital construction and design.
- Maintains a strong working knowledge of laws, ordinances and policies including OSHA regulations and compliance with appropriate laws and regulations.
- Ensures sufficient allocation of resources including responsibility for managing budgets, supervising staff, and writing policies and procedures,
- Proposes and oversees capital expenditures and projects in the Division including meeting budget timelines.
- Develops and maintains the Agency (Division) emergency and disaster plans.
- Directs the overall customer service and quality assurance programs including regular review and follow-up on internal quality assurance alerts.

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- Ensures the Shelter is operated in a clean, safe, and sanitary manner at all times; compliance with all relevant laws and regulations; efficient allocation of resources and
- Directs and incorporates policies and procedures developed by the Animal Care Advisory Committee into overall operations.

Qualifications: A bachelor's degree from an accredited college or university with major coursework in animal services, business, public administration, or a closely related field is preferred. Of more importance is four (4) years direct experience in shelter management (directing and monitoring all aspects of the constant humane treatment and handling of sheltered animals including cleanliness, feeding, housing, traffic flow and space use) with a minimum of two (2) years of progressively responsible supervisory experience. Additional professional training and certification in the field of animal welfare, control, and services would be a plus, but is not required.

Experience in operations, budgeting, and planning as well as personnel management is essential as well as a professional and personal commitment to animal services and a "No Kill" philosophy.

A more detailed position profile/recruitment brochure is currently being prepared and will be available soon by request and on the Neher & Associates webpage:
www.executivesearchneher.com

In the mean-time additional information is also available at the Broward County Animal Care and Adoption Division webpage:
<https://www.broward.org/Animal/pages/default.aspx>

How to Apply: Please submit resume/letter of interest as soon as possible to:

Robert Neher, President or Raymond Massie, Vice President

Neher & Associates, LLC

3790 Millerton Place, Suite 100

West Sacramento, CA 95691

916-443-2421 Phone

916-443-5949 Fax

robertneher@executivesearchneher.com

e-mail submission preferred or applications can also be accepted at the Neher & Associates website noted above.

Filing Date – Immediate – Open until filled

(Leading candidates will likely be reviewed by the County in late February 2021)

Broward County is An Equal Opportunity/ADA Employer. All resumes are subject to disclosure in accordance with the Florida Sunshine Law.

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