

Contra Costa County



invites your interest for the position of



Animal Services Director

The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million residents, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high- wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

County Government and the Animal Services Department

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff in issues and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 30 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has more than 11,100 employees and a total FY2023/24 budget of over \$5.5B with a General Fund of \$2.24B. Contra Costa County is committed to Racial Equity, Inclusion and Social Justice within all County operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission.

Contra Costa Animal Services (CCAS) operates with an FY 2023/24 budget of almost \$14.7 million and a staffing allocation of 83 FTEs. CCAS is an open-door facility, located at 4800 Imhoff Place, Martinez. It takes in any animals that need shelter



regardless of age, breed, temperament, or health. The staff provides critical services to the community by sheltering thousands of stray animals each year, promoting responsible pet ownership through education, partnerships, adoption, and humane care. The 2023 intake rate was approximately 7,100 animals. The department's key funding stream comes from service agreements with 18 of 19 incorporated cities within the County. CCAS operates with a mission to protect the health, safety and well-being of all people and animals in the community through enforcement of state and local laws, providing compassionate care for every animal regardless of its temperament or condition, and reducing the number of animals that enter the County shelter. CCAS will shelter homeless, abandoned, and lost animals, work to keep, and place animals in safe, caring homes, and provide education and services to enhance the lives of people, their animal companions, and to strengthen the human-animal bond.

The Position and Ideal Candidate

The Animal Services Director (ASD) oversees the planning, organizing, and administering of activities within CCAS. This includes responsibility for the enforcement of state laws and county ordinances related to animal control, and in developing policies, procedures, regulations, and facilities. In addition, this position will patrol areas as necessary to carry out lawful guidelines for licensing, impounding, treating, adopting, and disposing of animals in the county. The ASD is appointed by and serves at the pleasure of the Board of Supervisors under the administrative supervision of the County Administrator's Office.

A key priority for this role relates to the vital importance of relationships and communication with the broader community. This includes the need for outreach and providing services to those that need support, leading efforts toward expanding lifesaving opportunities, facilitating partnerships, and in providing greater levels of education, visibility, and transparency to services provided by CCAS. As the majority of funding is provided by the newly implemented service agreements with city clients, the new Director must also work closely and collaboratively with various city policy makers and city staff in keeping them informed and aware of issues, while ensuring they are pleased with service levels.



Internally, the ASD will continue to focus on maintaining a culture of empowerment, engagement, and positive leadership where staff feels valued and supported. This includes ongoing efforts to improve the environment for animals and to expand outreach, education, and partnerships with a goal of creating a greater quality of life for animals and enhancing the rate of live releases. Staff development opportunities include taking on greater levels of interaction with city clients in supporting animal service efforts throughout the County. Recruitment and retention efforts also require ongoing attention within this competitive market.

The ideal candidate will be community-focused while offering visionary and progressive leadership along with excellent administration and operational skills. A collaborative and participative style with a proven ability to foster and navigate positive relationships with elected and appointed officials, special interest groups, departmental staff and the various constituents will be an essential aspect of this role. The new ASD will have a passion for animal care and animal services with a desire to champion the cause of animal welfare. Strong communication skills, diplomacy, high levels of empathy

and the ability to operate in and address highly contentious and emotional issues will be an absolute need for this position. The selected candidate will also have an awareness of and respect for cultural diversity, be effective and responsive in politically and ethnically diverse environments and accomplished at maintaining cooperative relations with diverse communities. He/she will also possess a value system that engenders trust and confidence, and embodies a commitment to racial equity, diversity, and inclusion.

This position will require a background including five (5) or more years of progressive full-time experience in a supervisory or administrative capacity involving substantial public contact and public relations responsibilities. At least three of those years should be as a program manager or manager of an administrative support function within a county or city animal control program or as an Executive Director of a Humane Society or his/her designee responsible for administering a county or city animal control program. Possession of a Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, or a closely related field is required. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of four years.

Compensation and Benefits

The salary range for this position is \$140,020 - \$211,306 annually, DOQ. Additionally, this position has been approved for a 5% COLA adjustment in July 2024 & July 2025. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of subsidized medical, dental, and vision plans are offered.
- ◆ Long Term Disability - County paid program.
- ◆ Vacation Leave - Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.
- ◆ Sick Leave - Monthly accrual is 8 hours.
- ◆ Annual Management Administrative Leave - 94 non-accruable leave hours are credited each January 1st (prorated for those hired after January 1st).
- ◆ Personal Holiday Credit.
- ◆ Holidays - 11 paid holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance Program.
- ◆ Management Longevity Pay.



For more information on the County of Contra Costa, visit its website at www.contracosta.ca.gov.

The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

Paul Kimura or Kristi Ward
Avery Associates
16 Lyndon Avenue, Suite 200
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



This position will remain open until a formal appointment is made. A first formal review of resumes will occur on March 1, 2024.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Kristi Ward at 408.507.9378 or by email: kristiw@averyassoc.net.