

**Regional Animal Protection Director**

Bargaining Unit: Non Represented

Class Code:
B92004**SALARY RANGE**\$6,861.84 - \$9,601.70 Monthly
\$82,342.07 - \$115,220.41 Annually**GENERAL PURPOSE:**

The position allocated to this class is responsible for providing leadership and oversight in the effective and efficient management of the Spokane County Regional Animal Protection Service (SCRAPS) Department, a regional animal protection service that operates an animal shelter and enforces ordinances governing the licensing, impounding, intake, care, disposal, and sale of animals in the unincorporated areas of Spokane County or where specifically contracted. This position plans, organizes and directs all operations, activities, and personnel of SCRAPS. Work is performed under the administrative direction of the Senior Director of Community Affairs, with considerable latitude for independent judgment and action and is reviewed through periodic conferences and reports.

ESSENTIAL JOB FUNCTIONS:

- o Assumes full management responsibility for the operation of Spokane County's regional animal control service, including a County-owned animal regional shelter where impounded animals are fed, cared for and humanely euthanized (if necessary).
- o Directs the SCRAPS Management Team consisting of five divisions: Field Operations (enforcement), Shelter Operations (animal custody and care), Veterinary Services, Office Operations (financial/ customer service) and Special Programs (development, fundraising, public relations and volunteer coordination).
- o Manages the operation of the municipal animal sheltering, including the provision of day-to-day care, veterinary care, behavioral intervention, animal placement, and third-party partnerships.
- o Partakes in donor relations and donation processing; secures grant funding for organizational efforts and manages the associated requirements.
- o Works directly with the SCRAPS Hope Foundation Board of Directors, serving as advisor and providing counsel regarding fundraising, financial support for organizational undertakings, and the like.
- o Directs all fiscal, personnel, budget and other administrative functions of the department.

- Selects, trains, motivates and evaluates department management personnel; approves all new or replacement positions and recommendations to hire, disciplinary actions, or terminations as necessary.
- Provides ongoing leadership to Division Managers to develop their skills, expertise and understanding.
- Provides or oversees the coordination of staff training.
- Manages the development and implementation of goals, objectives, policies and priorities; establishes, within County policy, appropriate staffing levels; prepares and administers the department's budget.
- Negotiates and administers contracts for services with other jurisdictions.
- Directs issuance of licenses and collection of fees.
- Directs the development and implementation of programs to educate the public on issues related to animal control.
- Engages with members of the public to address questions/concerns over organizational policy/procedure and procure community feedback.
- Directs the enforcement of Spokane County codes and state laws (RCW) related to animal welfare/protection and public safety, including exotic animals, animal cruelty, potentially dangerous dogs and dangerous dogs.
- Serves or delegates other personnel to serve as the hearing officer for potentially dangerous dog appeals; prepares and presents appeals of dangerous dog declarations to the County Commissioners or their designee.
- Maintains effective relationships with other departments, agencies and the public.
- Submits timely reports to the Board of County Commissioners.
- Develops changes in organization, staffing and work processes to increase efficiency and effectiveness of the department.
- Recommends the adoption and amendment of County ordinances and resolutions and State statutes to provide more efficient and effective services.
- Meet with community groups, members of the media, and County citizens to explain and promote animal control programs.
- Performs other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree from an accredited college or university in animal health, care or control, law enforcement, public administration, animal science or a related field.
- Five (5) years of increasingly responsible experience in animal protection operations or related law enforcement duties, including two years at a supervisory level.
- An equivalent combination of education and/or experience may be considered.
- Commission by the Spokane County Sheriff within six (6) months of appointment and maintained throughout employment.
- Successful passing of an integrity interview and thorough background investigation by the Spokane County Sheriff's Department.
- Possession of a valid Driver's License at time of hire and for the duration of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws and procedures involved in animal control code enforcement.
- Knowledge of the practices and procedures involved in the sanitary and healthy housing and
- Knowledge of care of large numbers of animals.

- Knowledge of the principles and practices of supervision, training and personnel management.
- Knowledge of budgeting procedures and techniques.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships with those contacted during the course of work including County and other government officials, community groups, the general public and media representatives.
- Ability to assume responsibility and direct and administer all aspects of the department.
- Ability to select, train, supervise, and evaluate staff.
- Ability to provide administrative and professional leadership and direction.
- Ability to prepare and administer the budget.
- Ability to accurately interpret and apply State and local policies, procedures, laws and regulations.
- Ability to deal effectively with the public in negative and stressful situations.

BEHAVIORAL STANDARDS:

All County employees are responsible for contributing to a safe and positive work environment, actively demonstrating the County values in their daily work and interactions:

- **Respect:** Appreciating and valuing customers, other County employees and County leadership by showing courtesy, friendliness and fairness. Communicating in a productive and professional manner.
- **Accountability:** Honoring and delivering on commitments by taking responsibility for personal actions and results; being a responsible steward of public resources and the trust County residents have placed in each of us.
- **Integrity:** Modelling transparent and ethical behavior and demonstrating it with honest and trustworthy behaviors and actions; leading by example and performing work to the highest standards.
- **Innovation:** Striving for excellence by actively pursuing opportunities for new and improved methods, procedures or technologies; fostering an environment of engagement and empowerment and embracing continuous improvement.

ESTABLISHED / REVISED DATES:

5/1/80 (Rev 11/21/00, 3/9/05, 10/21/13, 11/27/17, 5/6/22, 8/1/23)