



CITY OF SEATTLE

Seattle Animal Shelter Deputy Director

SALARY:	\$86,652.00 - \$121,104.00 Annually
LOCATION:	Seattle Animal Shelter, 15th Avenue West, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Finance and Administrative Services
BARGAINING UNIT:	Not represented
CLOSING DATE	Continuous

POSITION DESCRIPTION:

The City of Seattle seeks a passionate, strategic and innovative leader to help manage the [Seattle Animal Shelter](#) (SAS), a division of the City of Seattle's Department of Finance and Administrative Services (FAS). The Seattle Animal Shelter (SAS) was founded in 1972 and has grown and expanded its programs and services to make it what it is today – a nationally recognized animal welfare organization. The shelter promotes public safety and animal welfare, protects animals from cruelty and neglect, runs animal sheltering and adoption programs to reunite lost animals with their owners, places animals in forever homes, and runs a spay and neuter clinic providing low-cost services serving more than 4,000 animals per year. In addition, SAS manages pet licenses and enforces Seattle's laws regarding animals.

This wide array of services is completed by a dedicated team of staff and volunteers. SAS is comprised of 42 staff and has an annual operating budget of \$5 million. Approximately 1,200 volunteers help save the lives of thousands of animals each year by assisting in a wide array of activities including care of animals on site, fostering animals in their homes, and reaching out to the community.

The SAS deputy director is a collaborative partner with the Seattle Animal Shelter Foundation (SASF), a nonprofit organization that supports the programs and initiatives of the Seattle Animal Shelter by engaging in the community, increasing awareness, and raising funds for projects and programs that are outside the scope of basic SAS operations. SASF's board of directors is comprised of 15 volunteers, each serving three-year terms.

The SAS deputy director reports to the SAS director.

JOB RESPONSIBILITIES:

The SAS deputy director has a multi-faceted role assisting in the overall management of the Seattle Animal Shelter programs. Specific duties include management of SAS staff and volunteers, animal program management, board relations, financial management, outreach and public relations, and property management.

Field services: Enforce animal related ordinances, including leash law, scoop law, noise ordinance, pet licensing and property damage; regulate dangerous, menacing and exotic animals; enforce animal control code in parks and neighborhoods; investigate animal cruelty, neglect and abuse; pick up stray, abandoned, surrendered and deceased animals; respond to injured/deceased marine mammal and wildlife calls; provide support to police, fire, health and related agencies; and educate residents about responsible pet ownership.

Animal Care: Care and shelter for the city's lost, unwanted, injured and impounded animals; reunite lost animals with their owners; adopt orphaned animals to suitable homes; provide enrichment and behavior modification for animals in our care; humanely euthanize injured, ill or unadoptable animals; provide shelter tours and help educate the public about SAS' mission, vision, and services; run an off-site adoption program; and support the robust volunteer program.

Veterinary Services: Provide high quality, high volume, low-cost sterilization services (including vaccines and microchips) for dogs, cats and rabbits owned by Seattle residents as well as those adopted at SAS; and provide full service veterinary care for SAS animals in the shelter and in foster care.

Customer Service, Pet Licensing, Outreach & Marketing and Fiscal Management: Maintain high levels of customer service and customer relations; manage SAS's finances and budget, including overseeing inventory control, pet license sales at SAS and coordinating license sales at off-site locations, ensuring vouchers and accounts payable requirements are met, support outreach, marketing and social media efforts; and oversee a variety of administrative tasks, such as processing adoption and redemption documents, purchase requisitions, database management, and public disclosure responses.

You will be successful in this position if you feel passionate about:

- Progressive animal welfare initiatives in a municipal setting
- Providing leadership to a passionate team of animal care, field services, veterinary services, customer service and volunteers.
- Professional/personal growth and continuous improvement.
- Building partnerships
- Strategic planning
- Providing excellent customer service in all aspects of the agency's scope of responsibility

Your effectiveness in this role will depend on your ability to:

- Establish positive relationships with internal and external partners, stakeholders and customers
- Remain diplomatic and stay on task when dealing with highly charged, controversial, and intense animal-related issues.
- Maintain credibility and confidence among elected officials, stakeholders, partners, the public and media through balanced leadership, decisions, relationship management and proven judgement.
- Establish a positive, trusting leadership relationship with the staff and volunteers.
- Manage projects and lead committees and projects to a successful conclusion
- Assist the director in formulating, communicating and carrying out a strategic vision for a progressive SAS of the future
- Assist the director in developing and successfully implementing budget-balancing strategies

You will feel prepared to take on this role if you have experience in:

- Positive, authentic, and creative leadership
- Working with and for elected officials
- Working with government budget and policy
- Developing successful partnerships with community, other municipal and nonprofit shelters.
- Managing multifaceted animal shelter/enforcement agency in a municipal or government setting
- Developing outreach, marketing and social media strategies
- Developing successful fiscal oversight and program development within budgetary limitations and regulatory challenges not uncommon in municipally owned and operated shelters
- Strategic planning

QUALIFICATIONS:

The ideal Candidate

The ideal candidate is a strong leader as well as a visionary and strategic thinker who will bring creativity, innovation and commitment to all facets of program and people management, strategic planning, outreach and marketing, and general administration of the Seattle Animal Shelter. This person has management experience in a municipal government animal shelter that includes field services responsibilities. This person understands the dynamics of emotional intelligence and is skilled in building and maintaining authentic and trusting relationships with employees and peers. This person is a collaborative team leader an effective mentor and motivator. In addition, this person has proven experience working with the media across a wide range of topics and situations.

Required Education and Experience:

- A bachelor's degree in business or public administration, animal science, law enforcement, or related field. Additional experience may be substituted for the education requirement.
- Three or more years of management and leadership experience in the operation of an animal shelter or municipal entity.

Desired Education and Experience:

- Management and leadership experience in a municipal government agency or department
- Management and leadership experience in a municipal government animal shelter or animal care facility with field service responsibilities
- Experience working with labor unions and collective bargaining agreements
- Experience in managing a budget
- Knowledgeable of best practices in a municipal or government animal shelter environment.
- Extensive experience in media relations
- Extensive experience with Microsoft Office applications, particularly Word and Excel
- Experience with Peoplesoft 9.2

ADDITIONAL INFORMATION:

Please submit a resume and cover letter outlining your qualifications for this position in addition to your online application. Incomplete applications may not be considered.

This position will be open until filled. First review of applications will be conducted on May 15, 2019 and qualified applicants invited to interview. A hiring decision may be made at any time

following May 15, 2019.

Due to the fiduciary nature of the work, job offers are contingent on review of criminal history as well as verification of information provided by the applicant as part of the application process. In compliance with Seattle's Fair Chance Employment Ordinance, [SMC 14.17](#), applicants will be provided an opportunity to explain or correct background information.

Please contact recruiter Becky Stover at rebecca.stover@seattle.gov with any questions about this position.

COMPENSATION & BENEFITS

The salary range for this position is \$86,000 - \$121,000 annually. Placement within the range will be dependent on qualifications. The City of Seattle also provides a generous benefits package to its employees which includes:

- Health, dental, vision, long term disability and group term life insurance
- Defined benefit retirement plan
- Ten paid City holidays and two personal holidays
- Twelve to 30 days of vacation per year, based on length of City of Seattle service
- Four days of executive leave per year
- Twelve days of sick leave per year
- Paid family leave care, up to four weeks
- Paid parental leave, up to 12 weeks
- Merit leave
- Optional 457 deferred compensation plan
- Flexible benefit plan contributions by employee on a pre-tax basis
- Employee Assistance Program

THE COMMUNITY

Seattle is an exciting urban city surrounded by unmatched natural beauty. Considered the crown jewel of the Pacific Northwest, Seattle has been recognized as one of the top U.S. cities to live, work and play in by Business Insider, CNN, Kiplinger's and TripAdvisor.

With a diverse population of more than 3.7 million people, an employment base that offers approximately 2 million jobs and a relatively low unemployment rate, the Seattle area is wonderful place to live and work. Its neighborhoods range from modern high-rise apartments in the urban core to turn-of-the-century homes in the areas dotting Lake Washington and Puget Sound. A wide variety of housing options is available throughout the city and nearby communities. Seattle's freeways and arterials are congested during peak commute hours, however, the city is highly walkable and supported by a dependable, highly used public transportation system. With over a dozen hospitals and scores of medical centers, the Seattle area offers a wide variety of healthcare options.

The people of Seattle are generally highly educated, environmentally conscious and supportive of individual and cultural differences. Historically known for its bookish, laid-back local culture, Seattle has a large and vibrant music and arts scene, world-class theaters and museums, aquariums, stadiums, zoos, libraries and an abundance of parks. It is also the home of several professional sports teams including the Seattle Seahawks (football), Seattle Mariners (baseball), Seattle Sounders (men's soccer), the Seattle Storm (women's basketball) and Seattle Reign (women's soccer).

Some of the most recognizable global companies and foundations, including Amazon, Boeing, Microsoft, Starbucks, Weyerhaeuser, Costco, Nordstrom, REI, Nintendo, Alaska Airlines and the Bill & Melinda Gates Foundation are based in the Seattle area. With a large pool of highly skilled workers, cutting-edge research and thriving industry clusters, Seattle is also an incubator for new and minority-owned businesses across several industries. For example, Seattle's video game companies generate more than one-third of the game industry's \$10 billion national revenue, while Seattle's clean technology industry

accounts for more than 60,000 jobs in the sectors of energy efficiency, renewable energy, pollution reduction and pollution cleanup.

Natural beauty, clean air and beautiful waters make Seattle the perfect place to get active. Washington state is home to more than 9,000 miles of hiking trails. Cycling, kayaking, canoeing, scuba diving, skiing, snowboarding and stand-up paddle boarding are popular outdoor activities in the Seattle area. In every kind of weather, Seattleites enjoy spending time outdoors. Seattle offers a large network of universities and colleges, including the University of Washington, Seattle University, Seattle Pacific University, City University of Seattle and many others.

<http://www.seattle.gov/jobs>

SEATTLE ANIMAL SHELTER DEPUTY DIRECTOR
RS

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00672

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.