



Agency Members

City of Campbell
 City of Monte Sereno
 City of Mountain View
 City of Santa Clara
 Town of Los Gatos

3370 Thomas Road
 Santa Clara, CA 95054
 Telephone • (408) 764-0344
 Facsimile • (408) 988-5411
 Web site • www.svaca.com

JOB DESCRIPTION

EXECUTIVE DIRECTOR

THE POSITION	<p>Within the policy direction of the Board of Directors, the Executive Director, has the administrative responsibility to plan, organize and direct the activities of the Authority including enforcement of appropriate local and state animal laws and field and shelter operations. This is an at-will position.</p>
EXAMPLES OF DUTIES	<ul style="list-style-type: none"> ◆ Plans, organizes, coordinates, administers and directs the work of the Authority. ◆ Develops and directs the implementation of goals, objectives, policies, procedures and work standards for all phases of the program and shelter. ◆ Develops and implements management systems, procedures and standards for program evaluation. ◆ Prepares or directs the preparation of a variety of studies and reports related to current issues and long-range needs, and develops specific proposals to address these needs. ◆ Assigns and directs daily activities including investigation of complaints and biting animals; patrol; enforcement of appropriate local and state animal laws; feeding, care, adoption, placement, quarantine, euthanasia and disposal of animals held at the shelter; collection of fees; and shelter operation and maintenance directly and through subordinate supervisors. ◆ Monitors the budget, establishes necessary financial controls and develops additional funding and revenue as practical. ◆ Manages the selection and hiring of field and shelter personnel. ◆ Prepares, or causes to be prepared, program and personnel evaluation of staff, and ensures their job-related training and development. ◆ Investigates and resolves complaints regarding animal control and shelter activities, and ensures observance of safe working practices. ◆ Ensures compliance of program activities to pertinent codes, regulations, labor agreements and guidelines. ◆ Prepares and maintains necessary written correspondence and records. ◆ Performs related duties as assigned by the Board of Directors.
ESSENTIAL JOB FUNCTIONS and REQUIREMENTS	<ul style="list-style-type: none"> ◆ Must have a college degree. ◆ Must have five years of full-time or its equivalent animal control field experience, including at least two years in a jurisdiction responsible for the licensing, housing of animals and field enforcement of state and local animal control laws and ordinances. ◆ Must have four years of supervisory or management experience or its equivalent in an agency with the aforementioned responsibilities. ◆ Must have completed POST course on Laws of Arrest, Search and Seizure (832 PC) or ability to complete within six months of employment. ◆ Must have completed California Animal Law Enforcement Training Academy or ability to complete within one year of employment. ◆ Must hold a California State Euthanasia Certificate along with demonstrated ability and skill in humane euthanasia techniques or ability to obtain certification within six months of employment. ◆ Must have the ability to communicate effectively both orally and in writing. ◆ Must have knowledge of animal welfare organizations and issues. ◆ Must have possession of a valid California driver's license with a clear driving record and be insurable. ◆ Will be exposed to loud noise, offensive odors, chemicals, animal parasites and excreta. ◆ Will work with healthy, sick, dead and fractious animals. ◆ Will be required to stand or sit for long periods of time, climb fences/ladders, walk, reach, frequent bending and stooping, lift and carry up to 75 lbs. without assistance.



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- ◆ Will perform euthanasia which may cause physical or emotional stress.
- ◆ Will work rotating shifts, weekends, holidays, overtime and be on-call after hours as needed.
- ◆ Must have knowledge of financial management procedures, budgets and negotiation skills.
- ◆ Must have knowledge of modern principles, practices and techniques of the control and care of animals.
- ◆ Will speak before and must deal effectively with civic groups, local government and the public.