



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Animal Shelter

- Job Title:** DEPUTY DIRECTOR OF THE ANIMAL SHELTER
- Salary Range:** \$71,292 - \$92,542* (Grade 14) (*Based on years of service employed with Saratoga County)
- Work Location:** 6010 County Farm Road, Ballston Spa, NY 12020
- Classification:** Competitive **(This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)**

Job Description

The position of Deputy Director requires the candidate, in tandem with the Director, to administer, direct and coordinate the supportive and operational functions of all aspects of animal care, facility management and Community Outreach at the Saratoga County Animal Shelter. In the absence of the Director, the Deputy Director will act for and in place of the Director, ensuring all operational and organizational requirements are fulfilled. Duties are performed under the general supervision of the Director of the Animal Shelter with leeway allowed in carrying out day to day operational and clinical requirements within established policies and procedures. This employee supervises and ensures that the animals and clients are being served efficiently by a harmonious and capable group of staff members and volunteers. Does related work as required.

Minimum Qualifications (at least)

- A) Possession of a Bachelor's Degree in Animal Sciences, Animal Biology, Business Administration, Public Administration, Economics Accounting or a closely related field and two (2) years of full-time experience, or its part-time equivalent, in the care and treatment of domestic animals in a large-scale animal shelter, or related work place, with at least one (1) year of hands on administrative, clinical and supervisory experience; **OR**
- (B) Possession of Associate's Degree in Animal Sciences, Animal Biology, Business Administration, Public Administration, Economics Accounting or a closely related field and four (4) years of full-time experience, or its part-time equivalent, in the care and treatment of domestic animals in a large-scale animal shelter, or related work place, with at least one (1) year of hands on administrative, clinical and supervisory experience.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- Assists in administration of the daily operations of the shelter in accordance with County, Federal and State regulations;
- Assists in the implementation of Saratoga County personnel policies and procedures for Animal Shelter staff;
- Supervises the care, housing, adoption, and/or disposition of all Shelter animals, including unadoptable, sick and stray animals brought to the Shelter by animal control officers or animal owners;
- Acts as liaison with dog control officers, clerks, law enforcement and government officials.
- Assists in the supervision of the maintenance of building facilities - primarily associated with clinical and medical care and equipment, while remaining informed and cognizant with all areas of Shelter facilities including the dog kennels, animal holding area, office, storage room, and public waiting areas;
- Assist with the planning and facilitation of adoption events;
- Assists with community outreach as necessary;
- Assists with the planning, scheduling and supervision of the shelter staff;
- Assists with the preparation and implementation of the annual budget for the County Animal Shelter;
- Promotes a positive public opinion of the shelter through shelter tours, shelter functions and other appropriate forums;
- Prepares a variety of reports and maintains records of shelter operations as directed.
- Performs other related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.