



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Animal Shelter

Job Title: DEPUTY DIRECTOR OF THE ANIMAL SHELTER (HELPS Program)

Salary Range: \$77,513 - \$99,390*/2025 \$79,800 - \$102,322*/2026
*Based on years of service employed with Saratoga County in specified title)

Work Location: 6010 County Farm Road, Ballston Spa NY 12020

Classification: Non-Competitive (Exam requirements temporarily waived)

Job Description

The position of Deputy Director requires the candidate, in tandem with the Director, to administer, direct and coordinate the operational and supportive functions of all aspects of facility management, including animal care and multiple program offerings which involve rescue, foster, volunteer, adoption and enrichment, at the Saratoga County Animal Shelter. The Deputy will act for and in place of in the Director's absence, ensuring all operational, organizational and budgetary requirements are fulfilled. Duties are performed under the general supervision of the Director of the Animal Shelter with wide leeway allowed in carrying out day to day operational and clinical requirements within established policies and procedures to ensure the animals, clients and general public are being served efficiently. Supervision of a dynamic and diverse group of capable staff and volunteers is a daily requirement. Does related work as required.

Minimum Qualifications (at least)

- (A) Possession of a Bachelor's Degree in, Business Administration, or a closely related field and two (2) years full-time managerial experience; OR
- (B) Possession of an Associate's Degree in Business Administration, or a closely related field and four (4) years of full-time managerial experience; OR
- (C) Graduation from High School or possession of an Equivalency Certificate (GED) and six (6) years of full-time, hands-on experience in the care and treatment of domestic animals in a large-scale animal shelter, or related work place, requiring hands-on administrative, clinical and supervisory responsibilities.

NOTE: Full-time hands-on experience in the care and treatment of domestic animals in a large-scale animal shelter, or related work place requiring hands-on administrative, clinical and supervisory responsibilities will be given favorable consideration. A Degree in Animal Sciences, or Animal Biology is preferred.

(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 and volunteers, providing daily supervision to ensure effective collaboration in the implementation of all program areas and daily operational requirements;
- 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 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;
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; answer questions, gives advice and direction as needed;
- Assists in supervision; Directs, and evaluates assigned staff, processing employee concerns and problems; counseling and discipline;
- 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 relative 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 Membership, and competitive Compensation Plan

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 through the date posted, or until the posting is removed

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 ****

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



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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.