

City of Minneapolis Job Announcement:

DEPUTY DIRECTOR, ANIMAL CARE & CONTROL DEPARTMENT OF REGULATORY SERVICES

This appointed position supervises the assistant manager(s) of Animal Control, Animal Control lead officers, Animal Control officers and administrative staff.

The nature of the work includes:

- Managing the Minneapolis Animal Care & Control division of the Department of Regulatory Services, including directing the division's business lines and field activities
- Coordinating services with other city departments, outside agencies, responding to the City Council as directed and serving on the Regulatory Services leadership team
- Working conditions include a normal office setting with occasional field and kennel work

Typical Duties and Responsibilities (including, but not limited to the following):

- Lead the Minneapolis Animal Care & Control division of the Department of Regulatory Services by directing the division's business lines; including 24 hour public safety response
- Coordinate all areas of Minneapolis Animal Care & Control services with other City of Minneapolis departments and outside agencies. Ensure efficiency and effectiveness in the delivery of services
- Assist the Director of Regulatory Services on animal care and control matters while serving on the Regulatory Services leadership team.
- Manage all FTEs assigned to Minneapolis Animal Care & Control.
- Manage divisional budget
- Work directly with the Director of Regulatory Services, city staff and elected officials to improve ordinances and state laws related to animals and obtain approval of division's budget and operation
- Manage all aspects of the division's physical assets
- Manage, coordinate, and implement a response plan for handling over 17,000 animal control service calls annually; developing a priority response based on the city's goals and the department's core values
- Responsible for ensuring division's compliance with federal, state and city laws
- Responsible for establishing appropriate enforcement mechanisms aimed at ensuring public safety and safeguarding against animal cruelty
- Responsible for managing all of Minneapolis Animal Care & Control's shelter operations and programs, including policy and procedure development; implementation; monitoring; and modification when appropriate

- Develop and maintain positive relationships with community leaders, residents, elected officials, the media, the Humane Society, rescue organizations and other stakeholders
- Represent the division at the Minnesota state legislature, community meetings, public events, and press conferences regarding public safety, code compliance, and program and policy development
- Respond to and resolve resident inquiries and complaints

Required Qualifications and Experience:

- Bachelor's Degree from an accredited institution or equivalent (various combinations of education and experience may qualify for this position)
- Five years of relevant experience, which has included ordinance development, enforcement, policy work
- At least three years of supervisory experience

Other Specifications include:

- Knowledge of animal behavior and control procedures, and the ability to comfortably handle animals
- Considerable knowledge of and the ability to enforce state statutes, codes, and regulations relating to animal control and animal shelter operation
- Working knowledge of animal diseases and public health principles
- Knowledge of emergency preparedness policies and procedures
- Knowledge of the techniques of investigation and enforcement and familiarity with the judicial process
- Working knowledge of computer operations, applications and software
- Good oral and written communication skills

If interested please send a letter of interest, resume, and four references to Noah Schuchman: Noah.Schuchman@minneapolismn.gov

You may also call Noah to discuss this opportunity further at (612) 673-2781

