



THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**ASSISTANT DIRECTOR
OF ANIMAL SERVICES**

SALARY RANGE
\$159,426 - \$250,818
ANNUALLY

THE POSITION



The Riverside County Department of Animal Services seeks an Assistant Director of Animal Services. Under the general direction of the Director of Animal Services, the Assistant Director provides both strategic and hands-on leadership for the department's Field and Shelter Operations. This role plays a key part in creating a unified approach to animal care, field services, and community engagement while promoting lifesaving initiatives and maintaining high standards for public safety and sheltering practices. The Assistant Director works closely with the executive team and shelter leaders to strengthen organizational culture, ensure consistency across operations, and develop programs and processes that advance departmental goals.

The Assistant Director will lead a culture transformation within the department by building cohesion, aligning practices, and fostering consistency in service delivery. The Assistant Director will help staff reconnect with their purpose by fostering a shared sense of mission, reminding teams of the meaningful impact their work has on the lives of animals and the community. Working collaboratively with shelter leadership, this position will ensure all staff are properly trained, certified, and united under shared goals and standards. Serving as a unifying voice across all shelters, the Assistant Director will promote best practices in animal welfare and lifesaving efforts.

With an equal focus on both field and shelter operations, the Assistant Director will oversee policy and procedure compliance, champion community engagement through education and outreach, and strengthen partnerships that emphasize prevention and compassion over enforcement. The Assistant Director may also be called upon to respond to emergency situations and assist with complex or sensitive legal cases requiring sound judgment and attention to detail.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

The ideal candidate for Assistant Director of Animal Services will bring strong leadership and communication skills, a collaborative management style, and a passion for driving positive change.

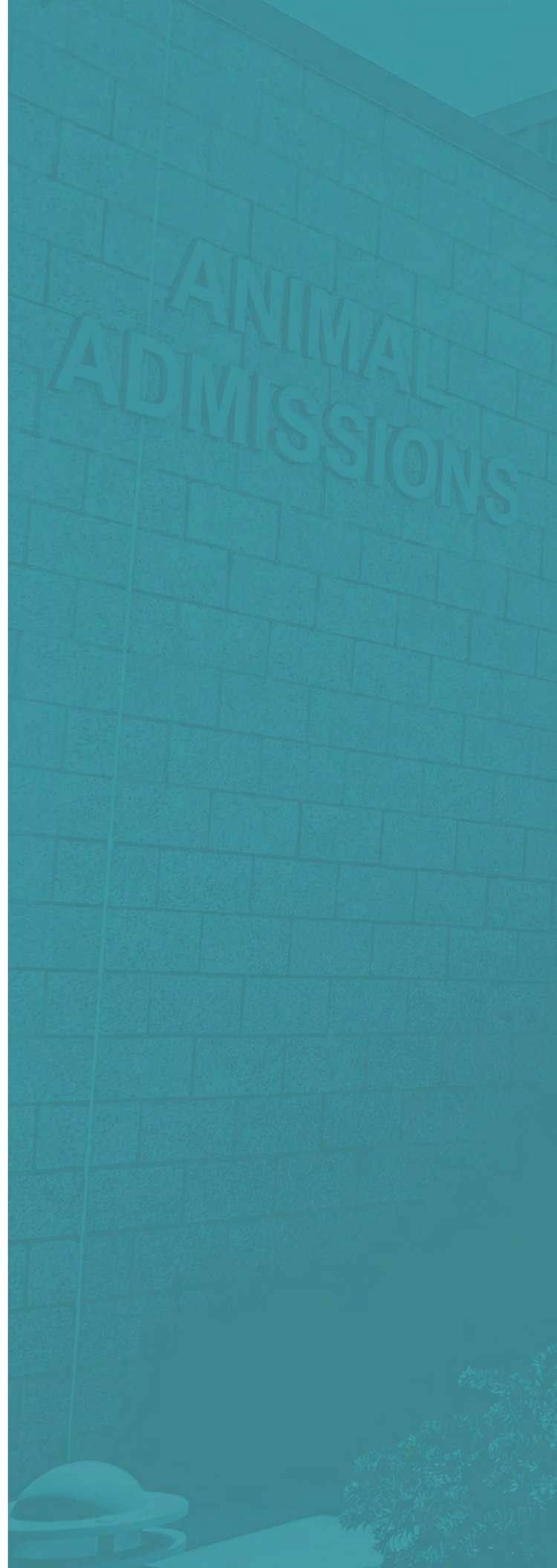
- » Strong people manager who inspires new ideas and creativity; leads and demonstrates diplomacy, inclusivity, and a positive attitude.
- » An excellent communicator projecting high integrity and ethical conduct, who cultivates productive relationships with partnering agencies and community groups, County and department staff, and the general public.

- » An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training, development opportunities, and succession planning.
- » A compassionate and humble individual with an understanding and awareness of the emotionally challenging environment that animal services can be, and motivates and inspires collaboration, is willing to listen, and makes decisions based on feedback, the needs of the community, and is willing to articulate those in a respectful and professional manner.



THE ASSISTANT DIRECTOR OF ANIMAL SERVICES WILL:

- » Inspire, mentor, and support staff while promoting a positive and cohesive organizational culture.
- » Direct managerial staff to ensure productivity, culture alignment, and positive morale.
- » Develop strategies that strengthen team performance and ensure clear understanding of expectations.
- » Create and implement communication strategies that promote collaboration and alignment across all units.
- » Lead and support a culture transformation focused on consistency, compassion, and operational excellence.
- » Ensure consistent implementation of policies, procedures, and best practices across all shelters and field operations.
- » Oversee training, certification, and professional development to maintain high performance and compliance standards.
- » Direct and monitor all aspects of Field Services division and ensure the humane treatment and handling of sheltered animals.
- » Develop and review departmental goals and objectives and identify areas for quality improvement.
- » Participate in developing and updating policies, procedures, and standard operating practices to ensure alignment with best practices in animal shelter management.
- » Collaborate with the executive team to ensure fiscal responsibility, process improvements, and effective resource allocation.
- » Represent the department in meetings with contract cities, the Board of Supervisors, and at local, state, and national events.
- » Promote community education and outreach that emphasizes prevention, compassion, and humane animal care.
- » Build partnerships with community stakeholders to enhance understanding, collaboration, and support for animal services initiatives.
- » Drive operational excellence while monitoring lifesaving and public safety objectives.
- » Perform other related duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, animal services, or a related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

EXPERIENCE: Four years of professional experience at a managerial level in a municipal or government-operated animal shelter, which must have included responsibility for directing the activities of subordinate staff, managing programs and budgeting.

LICENSE/CERTIFICATE: Possession of a valid California Driver's License

KNOWLEDGE OF:

- » Principles and practices of governmental management and organizational theory, including planning, organizational design, and public funding techniques.
- » Budget preparation and control.
- » Industry best practices.
- » Federal, state, and local laws, codes and regulations affecting animal care and regulation.
- » Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
- » Techniques for dealing effectively with the public, in person and over the telephone.
- » Ability to:
 - » Select, supervise, train, and evaluate staff.
 - » Plan, coordinate, assign, and review the work of subordinate staff.
 - » Investigate and resolve disciplinary issues.
 - » Develop, monitor and interpret budgets and other financial documents.
 - » Develop and maintain cooperative, effective working relationships with others.
 - » Communicate clearly and concisely, both verbally and in writing.
 - » Interpret and apply applicable federal, state, and local laws, codes, and regulations.
 - » Interpret and summarize a variety of data and information.
 - » Exercise discretion and maintain confidentiality of information.
 - » Monitor and enforce operational objectives for lifesaving.
 - » Communicate with the media.
 - » Establishing and maintaining effective working relationships with colleagues, staff, volunteers and the public.



COMPENSATION & BENEFITS

The salary range for the Assistant Director of Animal Services is \$159,426 - \$250,818 annually. Placement within the salary range will be based on the selected candidate's experience and qualifications.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **MEDICAL DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$2,087 a month is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **RETIREMENT:** A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%* if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
 - Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.
 - * If the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
 - 401(a) MONEY PURCHASE PLAN: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE** (Bi-Weekly Accrual): 1-3 years = 8.92 hours, 4-9 years = 10.46 hours, 10 or more years = 12.00 hours
 - Additional information can be found on the County's Human Resources website page: www.rc-hr.com
 - Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.



ABOUT THE DEPARTMENT OF ANIMAL SERVICES

Mission: Working together to improve Riverside County for people and animals.

With a vision for promoting an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity, the Department of Animal Services (DAS) is comprised of the Animal Shelters, Veterinary Services, and Public Safety and Enforcement Services. These operational groups serve sixteen (16) different contracted cities with varying services and the unincorporated areas of Riverside County which, alone, includes over 421,000 residents. The dedicated members of DAS strive to meet the highest standards of performance and compassion on behalf of the animals and people they serve. Animal Shelters provide a safe haven for animals, and function as the center of the community's animal care and control programs. Animals sheltered at the facilities include dogs, cats, horses, livestock, rabbits, and "pocket pets" including guinea pigs, hamsters, and reptiles. In addition to caring for the animals, DAS shelters provide educational programs, spay and neuter, adoption, licensing, and support services. Public Safety and Enforcement Services impounds stray animals, reunites pets with their guardians in the field, educates the community, and cultivates public support and compliance with state and local animal laws. DAS Animal Control Officers provide field services for the unincorporated areas of Riverside County and 13 contract cities, county-wide. Veterinary Services includes spay and neuter surgery, shelter medicine, and public pet wellness services and plays an integral role in public health through rabies control (e.g., animal bite reporting and prevention), zoonotic disease surveillance activities; and reporting suspected disease outbreaks in impounded poultry and livestock.

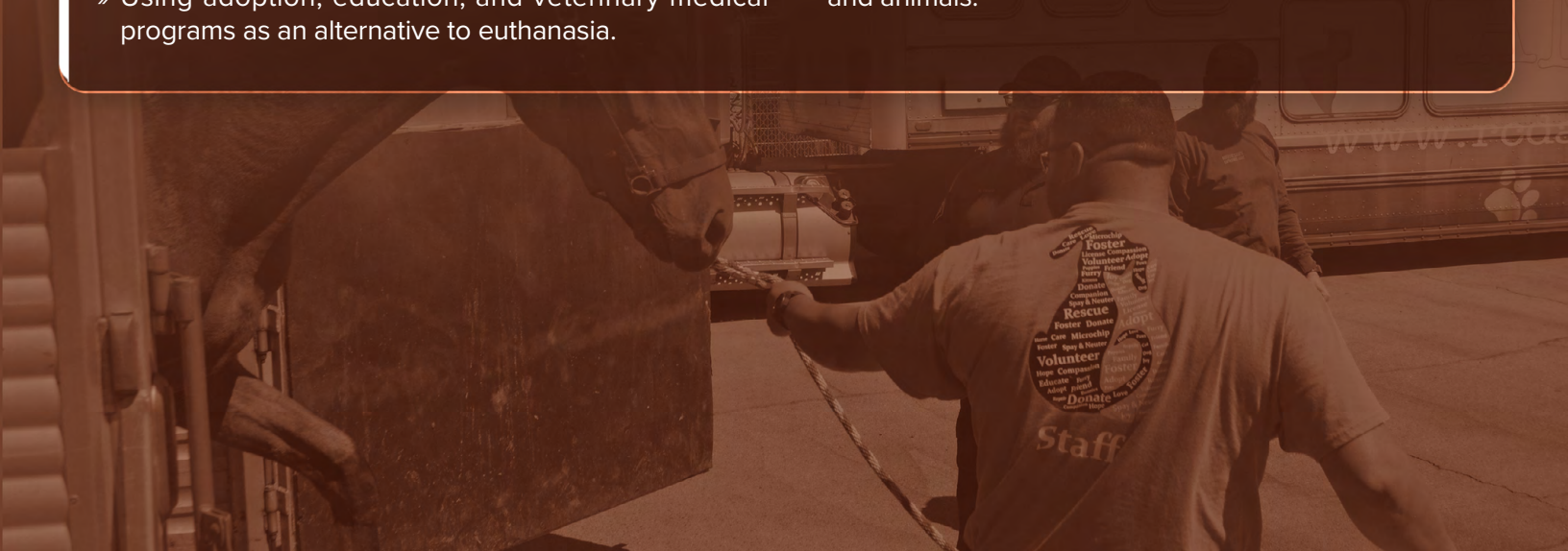
Vision: Promoting an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity.

Core Values: We believe the character of our organization is best reflected in the strong dedication of each of us to strive to meet the highest standards of performance and compassion on behalf of the animals and people we serve.

As stewards of those who cannot speak for themselves, we recognize society has entrusted us with a great responsibility. Our community's expectations and trust give us the courage to perform our duties with transparency, honor, empathy, and compassion.

We meet this vision through our shared commitment to:

- » Demonstrating respect, sensitivity, and understanding toward all people and animals.
- » Improving Riverside County through education, humane sheltering, responsible pet placement, progressive law enforcement, and reduction of pet overpopulation.
- » Using adoption, education, and veterinary medical programs as an alternative to euthanasia.
- » Seeking lifetime homes for the pets we place.
- » Providing the tools, environment, and information to foster a safe and healthy workplace with an emphasis on teamwork.
- » Collaborating to improve Riverside County for its people and animals.



THE COUNTY



Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



RIVERSIDE COUNTY
BOARD OF SUPERVISORS

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Candidates are encouraged to apply by November 17, 2025.

To be considered, please electronically submit your application, including resume via Government Jobs or clicking [HERE](#).

Resumes should reflect related work experience as well as details of years and months of positions held. For questions regarding this recruitment, please contact Vanessa Diaz Beard at ydbeard@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

