



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

SALARY RANGE
\$165,804.01 - \$260,851.45
ANNUALLY

THE POSITION



The Riverside County Department of Animal Services invites applications for an inspiring leader to join its executive team as the Assistant Director of Animal Services (Administrative).

Under the general direction of the Director of Animal Services, the Assistant Director serves as a chief administrative executive, providing strategic leadership and executive oversight for one of California's largest municipal animal services organizations. This position is responsible for organizational leadership, fiscal stewardship, policy implementation, personnel management, operational oversight, and execution of the Department's long-term vision. The Assistant Director leads through experienced managers, supervisors, and technical professionals, partnering with the executive team and shelter leadership to strengthen organizational culture, ensure operational consistency, and advance department priorities. The position provides executive oversight of customer-facing intake operations and outcome programs, ensuring services are delivered with professionalism, compassion, efficiency, and consistency. The Assistant Director champions a customer-focused approach that enhances the experience of pet owners, adopters, rescue partners, and community members while supporting positive outcomes for animals in the Department's care.

The Assistant Director provides strategic and operational leadership for the Department's administrative functions, fostering exceptional customer service, operational excellence, and a collaborative workplace culture. This role builds strong partnerships across divisions, promotes open communication, and aligns administrative practices to ensure consistent, high-quality service for both internal and external customers.

Working closely with department leadership, the Assistant Director oversees key administrative operations, supports staff development, and ensures employees have the training, tools, and resources needed to succeed. The position drives continuous improvement by streamlining business processes, strengthening customer service delivery, improving organizational effectiveness, and identifying innovative solutions that support the Department's mission.

As a collaborative and service-oriented executive, the Assistant Director cultivates a positive, accountable, and high-performing work environment that values professionalism, innovation, and continuous improvement. The successful candidate will help ensure the Department delivers responsive, compassionate, and efficient services that meet the needs of the community while advancing excellence in animal care and organizational performance.



CHARACTERISTICS OF THE IDEAL CANDIDATE:

- » Collaborative executive with success leading complex organizations. Experience may come from animal services or comparable governmental or highly regulated organizations.
- » Strong people manager who inspires new ideas and creativity; leads and demonstrates diplomacy, inclusivity, and a positive attitude.
- » Exceptional communicator with unquestioned integrity who builds productive relationships with employees, elected officials, partner agencies, community organizations, and the public.
- » Demonstrates a commitment to developing future leaders through mentoring, coaching, succession planning, and professional development.
- » Demonstrates empathy and emotional intelligence, recognizing the unique challenges of animal services while making thoughtful, balanced decisions.
- » Values the Department's mission and understands that every decision affects animals, employees, families, community partners, and public trust.
- » Supports compassionate, customer-focused service while balancing operational excellence, fiscal responsibility, regulatory compliance, and public safety.

KEY LEADERSHIP RESPONSIBILITIES:

- » Provide administrative oversight for departmental operations, programs, and strategic initiatives.
- » 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 shelters and units.
- » Foster a culture of accountability, collaboration, innovation, and exceptional public service.
- » Oversee budget development, fiscal stewardship, and long-range resource planning.
- » Support implementation of Board priorities and Department strategic initiatives.
- » Serve as a trusted advisor to the Director and executive leadership team.
- » Collaborate with the executive team to ensure fiscal responsibility, process improvements, and effective resource allocation.
- » Represent the Department effectively with elected officials, partner agencies, and the public.
- » Perform other related duties as assigned.



LEADERSHIP EXPECTATIONS:

- » Lead with integrity, professionalism, and accountability.
- » Inspire, mentor, and support managers while promoting a positive organizational culture.
- » Develop future leaders and strengthen organizational capacity.
- » Make informed, data-driven decisions that balance operational, fiscal, regulatory, and community needs.
- » Lead organizational change with confidence and transparency.
- » Promote collaboration, communication, and shared accountability across all divisions.

WHAT SUCCESS LOOKS LIKE:

Success will be measured by the strength of the leadership team, improved organizational performance, responsible stewardship of public resources, successful implementation of strategic priorities, and the Department's ability to consistently deliver high-quality services. The Assistant Director's greatest contribution will be to build an organization where talented professionals can perform at their highest level.



MINIMUM QUALIFICATIONS

Candidates should possess the education, experience, and executive leadership competencies identified in the County's adopted classification specification. Demonstrated success in administration, organizational management, budgeting, policy implementation, personnel leadership, and strategic planning is essential.

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in public health, veterinary medicine, environmental health, public administration, 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 or supervisory level in a public or private organization involved in animal services, public health, law enforcement, code enforcement, healthcare, or closely related field, which must have included responsibility for directing the activities of subordinate staff, managing programs and budgeting.

Graduation from an accredited college or university with a master's degree in public or environmental health, or public administration may substitute for two years of the experience.

KNOWLEDGE OF:

- » Principles and practices of governmental management.
- » Budget principles.
- » 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.
- » 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.
- » Establishing and maintaining effective working relationships with colleagues, staff, volunteers and the public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.



COMPENSATION & BENEFITS

The salary range for the Assistant Director of Animal Services is \$165,804.01 - \$260,851.45. 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% of 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

The Department of Animal Services is dedicated to promoting animal welfare, protecting public safety, and strengthening the bond between people and pets. Through a network of regional animal shelters and partnerships with numerous contract cities, the department provides comprehensive animal care and public services to communities throughout the region.

The department's broad range of responsibilities include animal shelter operations, field services, animal licensing, cruelty and neglect investigations, emergency and disaster response, veterinary services, public education, and community outreach. Equally critical are the department's administrative functions, which provide the operational foundation for delivering these essential services. Administrative teams oversee budgeting and fiscal management, contract administration, human resources coordination, customer service, records management, purchasing, technology support, policy development, and performance reporting to ensure efficient, accountable, and responsive operations.

Committed to innovation, compassionate care, and operational excellence, the department works collaboratively with residents, partner agencies, and community organizations to improve outcomes for animals, deliver exceptional customer service, and ensure the effective stewardship of public resources.

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

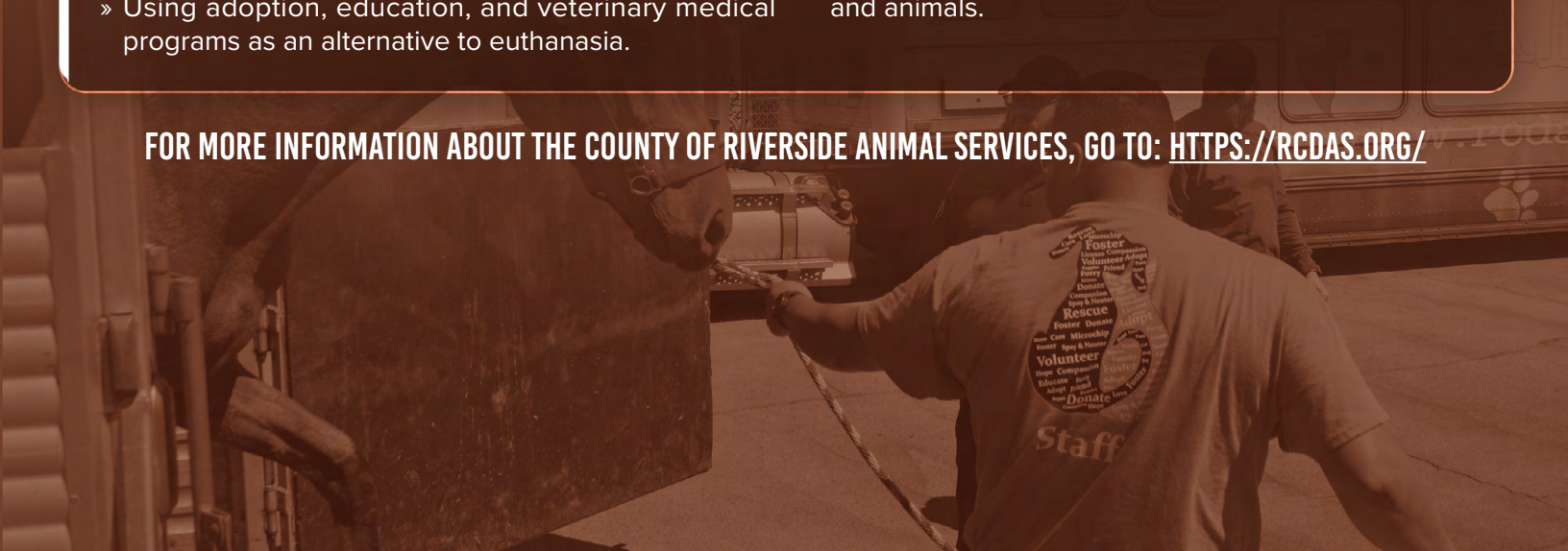
VISION: Promoting an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity.

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.

FOR MORE INFORMATION ABOUT THE COUNTY OF RIVERSIDE ANIMAL SERVICES, GO TO: [HTTPS://RCDAS.ORG/](https://rcdas.org/)



WHY RIVERSIDE COUNTY?



This is an exceptional opportunity to help shape the future of one of California's largest public animal services organizations while serving as a key member of the Department's executive leadership team. The successful candidate will influence organizational strategy, strengthen leadership, improve operations, and advance compassionate, high-quality service for Riverside County residents, contract cities, and the animals in the Department's care.

THE COUNTY OF RIVERSIDE

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 2.5 million residents, Riverside County 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.

The County is recognized for innovation, collaboration, fiscal responsibility, and exceptional public service. Executive leaders have the opportunity to influence meaningful initiatives while working alongside talented professionals committed to improving the quality of life for Riverside County residents.



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.



RIVERSIDE COUNTY
BOARD OF SUPERVISORS

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Candidates are encouraged to apply immediately to receive priority consideration. Recruitment will remain open until position is filled.

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 Beird at vdbeird@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.

