



COMMUNITY DEVELOPMENT DEPARTMENT—ANIMAL CARE SERVICES DIVISION

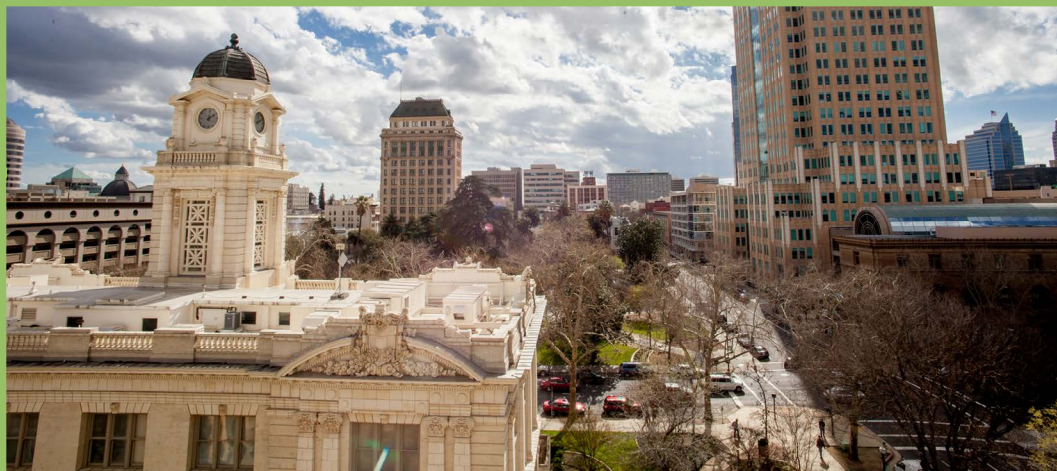
CHIEF ANIMAL CONTROL OFFICER

CITY OF SACRAMENTO ANNUAL SALARY: \$97,087.91–\$127,387.75 DOE/DOQ

THE CITY OF SACRAMENTO SEEKS A CHIEF ANIMAL CONTROL OFFICER (CHIEF) to lead the Field Services and Homeless Outreach Assistance Programs within the Animal Care Services Division of the Community Development Department. The Chief will have extensive knowledge and experience in the enforcement of codes, ordinances, and laws (including animal, civil, and/or criminal law). They will also oversee other professionals and design and implement progressive community enforcement programs that consider the well-being of citizens, animals, and pet owners. This Chief will oversee 19 full-time dedicated employees and a budget of approximately \$1.8 million. They will also have oversight of all animal control activities, including supervising and managing the success of animal control officers, collaborating with other enforcement agencies, enforcing animal ordinances, and contributing to the safety and well-being of animals by leading community outreach programs. Through their enforcement efforts, they will also strive to provide resources, guidance, and support to pet owners, connecting them with animal care and human services. The City of Sacramento is a model for progressive animal sheltering and field services, and this Division prioritizes keeping pets in the care of their owners whenever possible. *If you are excited to contribute your experience and provide this important service to the City of Sacramento, apply today!*

THE COMMUNITY

SACRAMENTO, CALIFORNIA, IS A METROPOLITAN CITY where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of outdoor venues for recreational activities such as hiking, biking, fishing, and much more. As the sixth-largest city in California and the state capital, Sacramento is the state's political center as well as an ideal location to work, live, and raise a family. Sacramento is centrally located and has a diverse population and a wide array of year-round activities. Sacramento is a charter city operating under the council/manager form of government. The City provides a full array of municipal services. The City has an annual budget of \$1.3 billion for operations and capital improvements, 17 departments and offices, approximately 5,000 employees, and serves a population of over half a million residents.





THE DEPARTMENT & DIVISION

THE COMMUNITY DEVELOPMENT DEPARTMENT, comprised of approximately 319 staff, has four divisions – providing Animal Care Services, Planning, Building, and Code Enforcement, with a fifth division providing internal Administrative Services to the Department. The Animal Care Services Division employs 62 staff and has a shelter budget of \$6.8 million, along with a field services budget of \$1.8 million that includes the Homeless Outreach Assistance Program. The Division takes a progressive approach to animal care and enforcement, preferring to provide resources and education first and treating enforcement, citation, or animal seizure as a last resort. The team emphasizes quality of service over quantity or expediency of cases closed.

Field Services. The Field Services program supports the City's mission to protect animals and public safety. Animal Control Officers (Officers) investigate reports, provide resources whenever possible, and partner with enforcement agencies to pursue justice when necessary. Officers investigate reports of dangerous pets; respond to reports of sick or injured domestic animals; retrieve deceased animals within the City jurisdiction; and assist with wildlife. As part of the Division, the Front Street Animal Shelter provides several free weekly food banks to support owners and pets. [View the City of Sacramento's Shelter Statistics Year-to-Date Report here.](#)

[CLICK LINK](#)

Homeless Outreach Assistance Program. As part of the Field Services program, a designated team performs outreach in support of the City's unhoused population and their cherished animal companions. The program ensures that loyal animals can live safe and healthy lives as they continue to provide emotional support, security, and love—making life on the streets more bearable. Staff in this program arrange veterinary check-ups, preventative treatments, and vaccinations. Since its inception, this program has included nearly 1,300 instances of preventive medical care, 150 medical exams, and 110 surgeries. In addition, more than 630 pets were microchipped and 125 have been spayed or neutered. In total, 1,078 animals and 601 owners have received vital services. The Outreach team collaborates closely with the Shelter, providing information about free pet food banks. [Read more here.](#)

[CLICK LINK](#)

THE JOB

THE CHIEF ANIMAL CONTROL OFFICER (CHIEF) will report to the Animal Care Services Manager (Manager). The Chief has oversight of both the Field Services and Homeless Outreach Assistance Program, supervising a total of 19 dedicated employees. The Chief will serve in collaboration with the Manager to be a primary voice of the organization as a liaison between the City and outside agencies. The Chief will represent the Division at City Council meetings, with community organizations, and on related committees for animal control matters. In this role, the Chief will directly engage with elected officials and other community leaders.

While the Chief will have a regular Monday–Friday schedule, executive staff also take emergency on-call shifts on a rotating schedule. This position consists of 80% administrative work and 20% (or less) fieldwork. During their time in the field, the Chief will provide critical support to staff as they investigate reports. The primary duty of the Chief is to ensure the big-picture operational success of the Division and its programs, with most of their time spent training and supporting staff as well as establishing program goals and objectives.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL BE A SELF-DIRECTED and decisive leader with experience in municipal, state, and federal animal-related codes and laws, who is excited to embrace the Division's mission of strengthening the human-animal bond and taking an education-first approach to animal services. The ideal Chief will also have expertise in developing or improving staff training programs. They will approach their role with an emphasis on diversity, equity, and inclusion and be an encouraging leader who empowers their team while providing strong leadership. The ideal Chief will also be progressive in their approach to enforcement, ensuring the community is served effectively and with compassion.

EMPLOYMENT STANDARDS

Applicants must meet the following requirements at the time of application:

EDUCATION: Associate's degree or 60 semester units from an accredited college or university with major course work in animal science, veterinary science, business administration, public administration, administration of justice, or related field.

EXPERIENCE: Four (4) years paid full-time experience in the administration and operation of an animal care, enforcement, or control operation; including supervising, training, and reviewing the work of staff reports.

DRIVER'S LICENSE: Possession of a valid California Class C Driver's License at the time of appointment.

SUBSTITUTIONS. Bachelor's degree from an accredited college or university with major course work in animal science, veterinary science, business administration, public administration, administration of justice, or related field may substitute for two (2) years of the required experience.

DESIRED

Certification: Possession of State of California Peace Officer Standards and Training (POST) Penal Code 832 (Arrest, Search and Seizure) Certificate is desirable.

Chosen candidate must pass a background investigation, which includes a criminal history check for job-related convictions, finger printing, drug use history, and polygraph.

[VIEW THIS POSITION'S FULL JOB DESCRIPTION AND CLASSIFICATION HERE](#)

UPCOMING PROJECTS & OPPORTUNITIES

TRAINING PROGRAM. Reimagining Field Services staff training, providing staff members with greater consistency and more opportunities to develop in their roles.

CODE UPDATES. Leading critical updates to outdated or irrelevant City codes regarding animal welfare and wellbeing.

HOMELESS PET OUTREACH. Continuing the excellent work of the outreach team, ensuring that animals and their owners remain together.

PET FOOD BANKS AND VACCINATION CLINICS. Collaborating with the Front Street Shelter to increase funding and resources for the Shelter's pet food banks and vaccination clinics.

SALARY & BENEFITS

An annual salary of **\$97,087.91–\$127,387.75 DOE/DOQ**, plus a generous benefits package (see further details [here](#). Labor agreement falls under [Unit 01](#).) that includes:

RETIREMENT PLAN: California Public Employees Retirement System (PERS).

HEALTH INSURANCE: Medical, Dental, Vision Care, and EAP benefits are offered through the City. The City offers three medical providers and provides a contribution toward medical, dental, and vision premiums. Medical, Dental, Vision Care, and EAP benefits are offered to all regular employees and their eligible dependents.

OTHER INSURANCE: Group Life and Disability Insurance.

DEFERRED COMP: City-sponsored 457 Deferred Compensation Plan administered by Nationwide (voluntary).

FLEXIBLE SPENDING

ACCOUNT: The City offers a Healthcare, Dependent Care, and Transportation FSA.

VACATION: 80–160 hours per year; accrual rate based on years of service.

HOLIDAYS: 13 designated days and 2 floating holidays per year.

LEAVES: 80 hours of management leave at the beginning of each calendar year; up to 96 hours of sick leave per year. Leave hours are prorated for new hires.

TECHNOLOGY STIPEND: Up to \$100 per month.

TRANSPORTATION: Regional public transit assistance or a transportation allowance. Employees may receive a monthly reimbursement for use of privately-owned vehicles up to \$175 per month.



HOW TO APPLY

For first consideration, apply **ASAP** at:

W B C P J O B B O A R D



Interviews will take place as qualified candidates are identified.

Please contact Human Resources Manager Ebony Heaven for more information: **916.808.7984**
ehaven@cityofsacramento.org