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City of  
**SACRAMENTO**

C A R E E R O P P O R T U N I T Y

# ANIMAL CARE SERVICES MANAGER

## CITY OF SACRAMENTO, CALIFORNIA

ANNUAL SALARY: \$130,541–\$183,684 DOE/DOQ

**T**HE CITY OF SACRAMENTO, CALIFORNIA is seeking a collaborative and forward-thinking **Animal Care Services Manager** to lead the Front Street Animal Shelter and the Animal Care Services Division within the Community Development Department. This position oversees 63 full-time employees and an annual budget of approximately \$9.4 million, providing operational and strategic leadership for shelter services, field enforcement operations, veterinary programs, and community outreach efforts that support approximately 224,000 pets citywide. The Manager directs operational resources, develops policies and procedures, and serves as the Division's representative in official and public settings. In this role, the Manager actively engages with City leadership, advisory bodies, nonprofit organizations, volunteers, and the broader community to build partnerships, align priorities, and support positive outcomes. The ideal candidate is an experienced leader who brings strong operational oversight, a passion for animal welfare, and the political acumen to thrive in a highly visible public environment, while fostering a supportive, accountable, and mission-driven team culture. *Champion animal welfare for the community; apply today!*



## the city

**T**HE CITY OF SACRAMENTO IS A **CHARTER CITY** that operates under a council-manager form of government, with a City Council composed of eight district-elected members and a Mayor elected-at-large. The City Council is the legislative body responsible for the overall policies and direction of the City. With an annual budget of approximately \$1.7 billion and nearly 5,000 full-time employees, the City provides a full array of municipal services including police, fire, water, sewer, storm drainage, solid waste, code enforcement, construction and maintenance of parks and streets, planning and development, recreation and cultural activities, community response, and general administration.

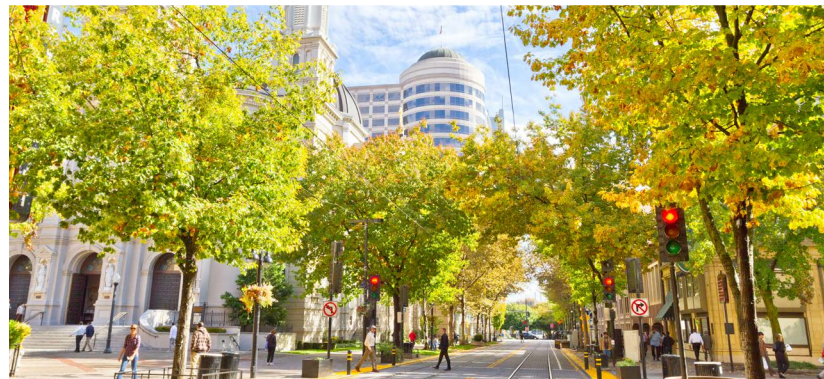
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ABOUT THE CITY



## the community

### SACRAMENTO, CALIFORNIA, IS A VIBRANT METROPOLITAN CITY

known for its cultural attractions, cutting-edge cuisine, and rich history. Situated at the confluence of the Sacramento and American Rivers, it offers numerous outdoor venues for recreational activities such as hiking, biking, and fishing. As the sixth-largest city in California and the state capital, Sacramento serves as the state's political hub and an ideal place to work, live, and explore. With a population of 530,000 and covering nearly 100 square miles, the city boasts a diverse population and a wide range of year-round activities, including being a short drive from Lake Tahoe, Napa's wine country, and San Francisco. The city is anchored by strong public sector employment and continues to grow in key industries such as health care, education, agriculture, clean energy, and technology.



# the department & the division

## THE COMMUNITY DEVELOPMENT DEPARTMENT PLAYS

**A VITAL ROLE** in shaping the City's growth and safeguarding the health, safety, and quality of life for residents and businesses. The Department oversees a broad range of functions through its key divisions, including Planning, Building, Code Compliance, Administrative Services, and Animal Care Services. Together, these Divisions guide long-range planning and development, administer permitting and inspection services, enforce municipal codes, provide operational and customer support, and deliver essential community services. Through this integrated structure, the Department supports Sacramento's vision for safe neighborhoods, sustainable growth, and a vibrant, well-planned community.

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Operating through the Front Street Animal Shelter, the **Animal Care Services Division** is dedicated to promoting animal welfare and protecting public health and safety for a community that includes approximately 224,000 pets citywide. With 63 full-time employees and a fiscal year 2026 budget of approximately \$9.4 million, the Front Street Animal Shelter takes in roughly 10,000 animals annually. Organized into five sections—Shelter Operations & Animal Care; Veterinary Services; Customer Service & Outreach; Enforcement & Field Services; and the Homeless Outreach and Prevention Program (HOAP)—the Division provides comprehensive services including animal control and investigations, sheltering and adoptions, in-house veterinary care and spay/neuter services, licensing and community education, and proactive outreach to support unhoused residents and their pets. Through compassionate service, responsible enforcement, and strong community partnerships, Animal Care Services supports safe neighborhoods and responsible pet ownership across Sacramento.

Animal Care Services is supported by a strong, dedicated team of staff and volunteers that bring compassion, resilience, and professionalism to this meaningful and hands-on work. Through a funding model supported by the General Fund, generous donors, and grants, the Division maximizes resources to deliver impactful services to the community; including a mobile outreach program for unhoused pet owners, a Doggie Day Out program, a robust network of foster partners, and active and dynamic social media outreach campaign, all aimed at helping connect animals with loving homes and strengthening community engagement.

# the job

**R**EPORTING TO THE **COMMUNITY DEVELOPMENT ASSISTANT DIRECTOR**, the Animal Care Services Manager provides comprehensive strategic and operational leadership for the Animal Care Services Division. This position oversees 63 Division staff and over 1,000 volunteers through a capable leadership team of six direct reports, while providing high-level direction for daily operations and cultivating external relationships to maximize service delivery. The Manager administers the Division's budget, oversees contracts and cost-recovery efforts, and ensures compliance with local and state animal welfare laws and regulations. Responsibilities also include monitoring performance metrics, responding to complex inquiries and complaints, and developing and implementing policies and standard operating procedures to promote consistent, transparent operations. Serving as the highly visible public face of Animal Care Services, the Manager represents the Division before the City Council, Animal Wellbeing Commission, City leadership, nonprofit partners, volunteers, the media, and the broader community.

# the ideal candidate

**THE IDEAL CANDIDATE HAS DEMONSTRATED SUCCESS OVERSEEING** multiple program areas within a complex public service organization and brings a strong strategic vision, emotionally intelligent leadership, and a commitment to community partnerships. Expertise in animal welfare operations and industry best practices is deeply valued, as is experience in fundraising, grant development, leveraging creative funding streams, and success in negotiating and managing external service contracts with partner organizations. The ideal candidate will also be comfortable managing staff in a unionized environment, with exposure to labor relations processes. The ideal leader for this role is dynamic, confident, and solutions-oriented, capable of guiding policy and operational decisions in a highly visible public environment. A collaborative bridge builder, the successful candidate thrives in a forward-facing role and is energized by engaging with the community, external partners, advisory commissions, nonprofit organizations, volunteers, City leadership, and the media. They are a strong communicator who builds credibility through clarity, consistency, and professionalism. The successful candidate will bring emotional intelligence, resilience, and an empathetic leadership style to this role, fostering a supportive, team-oriented culture and maintaining a visible presence with staff and volunteers.



## The ideal candidate will also have the following core competencies...

**Decision Making:** Makes timely, informed decisions in a high-accountability environment, weighing operational, legal, and community considerations, while remaining steady under pressure.

**Creativity:** Identifies resourceful and forward-thinking approaches to service delivery, partnerships, and program development.

**Political Acumen:** Effectively navigates complex stakeholder dynamics, maintaining credibility with elected officials, advisory bodies, advocacy groups, and the public.

**Positive Impact & Mission Focus:** Champions animal welfare and public service outcomes, aligning staff efforts and community partnerships around clear, measurable results.

# EMPLOYMENT STANDARDS

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, one of the biological sciences, law enforcement, or a closely related field.

**Experience:** Three (3) years of management-level supervisory and administrative experience in the operation of a municipal shelter or animal control facility.

**Substitution:** An additional four years of qualifying management-level experience may substitute for the required education.

## SPECIAL QUALIFICATIONS / REQUIREMENTS

**License:** Possession of a valid California Class C Driver License at the time of appointment.

**Permit:** Possession of a Veterinary Assistant Controlled Substances Permit (VACSP) issued by the State of California Veterinary Medical Board must be obtained within twelve (12) months of appointment. Failure to obtain the Veterinary Assistant Controlled Substances Permit (VACSP) is cause for discipline, up to and including termination.

**Residency & Remote Work:** With supervisor approval, incumbents may be eligible for intermittent remote work; however, they must physically reside within the Sacramento region or have the ability to regularly report to a City of Sacramento physical worksite with little notice.

The City of Sacramento is committed to fostering a workplace that values diversity, equity, and inclusion. We actively seek to attract qualified candidates who reflect the community we serve and who bring diverse perspectives and experiences to public service. We believe a diverse workforce strengthens our organization and enhances our ability to serve our community effectively.



## UPCOMING PROJECTS & OPPORTUNITIES

**SHELTER NEEDS ASSESSMENT & FUTURE FACILITY PLANNING.** Implement recommendations from the 2024 Shelter Needs Assessment, including advancing long-term planning for a new animal shelter facility, projected at more than \$60 million, which will increase intake space and relieve crowding while offering room for future growth; and implementing interim improvements to existing Front Street facility, enhancing human and animal safety.

**SPAY AND NEUTER PROGRAM EXPANSION.** Enhance partner-supported and in-house spay and neuter capacity to expand community access, reduce intake pressure, and improve overall shelter outcomes.

**POLICY & PROCEDURE DEVELOPMENT.** Formalize division-wide policies and standard operating procedures to strengthen consistency, transparency, and accountability.

## salary & benefits

This position will receive an annual salary of **\$130,541–\$183,684 DOE/DOQ**, **PLUS** an attractive benefits package that can be viewed here:

**BENEFITS INFORMATION**

**LABOR AGREEMENT TOTAL COMPENSATION MATRIX**

**UNIT 01 BENEFIT SUMMARY\***

*\* Retirement benefits include participation in the California Public Employees' Retirement System (CalPERS) and Social Security. Contributions are made by both the City and the employee.*



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## how to apply

For first consideration, apply by **APRIL 7** at:

**WBCP JOB BOARD**



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### **SECURE THE DATES.**

Round one virtual interviews will take place on **APRIL 29**. Finalists will move forward to round two in-person interviews on **MAY 11**. *Selected candidates must be available for both days.*

### **QUESTIONS?**

Please contact your recruiter, **Lauren Gerson-Greene**, with any inquiries:

**lauren@wbcpinc.com**

**541.664.0376** direct

**866.929.WBCP (9227)** toll-free