

City of  
**San Bernardino**  
California



We Are Now Accepting  
Applications For The Role Of

**ANIMAL SERVICES  
DIRECTOR (U)**





## CITY GOVERNMENT

The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance & Administrative Services, Human Resources & Risk Management, Information Technology, Parks, Recreation, & Community Services, Animal Services Department, Police, and Public Works Departments.

The City's Adopted FY 2023/24 operated budget is \$200.7 million with a Capital Improvement Program budget of \$168.1 million to date and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.

## THE CITY

As a future member of our team, you'll be joining a city with deep roots, cultural diversity, and exciting momentum. Located in the heart of Southern California's Inland Empire, San Bernardino is the county seat and largest city in San Bernardino County, home to more than 222,000 residents. Its rich history — shaped by Native American, Mexican, and Spanish influences — continues to inspire the city's evolving identity. San Bernardino offers access to major transit corridors, natural beauty, and a wide range of housing and lifestyle options. It's a place where public service careers are supported by a strong sense of community and purpose, and where motivated professionals can grow, contribute, and be part of something meaningful.



## THE POSITION

Under general policy direction, plans, organizes, and directs the Animal Services Department; advises the City Manager and the Mayor and City Council on the operations of animal services including veterinary care, field enforcement, shelter care, licensing and immunization, and administrative services; and performs related duties as assigned.

Director of Animal Services is responsible for managing, directing and integrating the functions, programs, and activities of the Animal Services Department. Responsibilities are broad in scope and involve highly sensitive and publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion and high ethical standards.



## QUALIFICATIONS

### Education/Training:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited four-year college or university with major coursework in public or business administration, animal husbandry, biological science or closely related field.

Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

### Experience:

At least six (6) years of progressively responsible experience field and investigations programs, shelter and veterinary services; at least two (2) years of which were in a management capacity or an equivalent combination of training and experience.



## IDEAL CANDIDATE

The ideal candidate will be a dynamic and insightful service-oriented leader with strong supervisory and budgetary abilities and have a solid understanding of current animal service principles and practices. Excellent interpersonal skills are necessary to promote a team-oriented working environment and a culture of accountability, responsiveness, and trust. The successful candidate will be a self-motivated, hands-on contributor who is goal and solutions-oriented, and is capable of program implementation through collaboration, building strong partnerships with other city departments, businesses and associations, and other key stakeholders. Professional experience in field and investigations programs, and shelter and veterinary services would be ideal.



## OPPORTUNITIES & CHALLENGES

- Plans, organizes, controls, directs, and evaluates the work of the Animal Services Department.
- Prepares State and County reports on operations and activities as required by the City, and act as the City's liaison during audits.
- Manages and coordinates volunteer staffing and training; assess effective deployment of volunteers as part of departmental services.
- Initiates and coordinates involvement of volunteers, community groups or task forces in matters involving animal health and safety; address sensitive inquiries and public complaints.
- Leads the investigation of formal complaints involving court action against violators of animal control ordinances and laws; prepare case files for criminal action.
- Promotes effective public and community relations, and coordinates educational and public speaking programs for schools, civic groups, public agencies, City representatives, and law enforcement agencies.
- Makes presentations before the City Council, other agencies, community groups and the media on the City's animal services operations and initiatives.

BENEFITS

Salary - \$159,352.32 to \$193,687.08 Annually DOQ.

Current benefits include:

Retirement:

CalPERS	Tier 1: 2.7@55	(Before 10/4/11)
	Tier 2: 2% @ 55	(After 10/4/11)
PEPRA	Tier 3: 2% @ 62	(After 01/01/13)

Deferred Compensation - 457(b) Deferred Compensation Plan or 457(b) Roth Plan are available.

Premium Subsidy - The City pays a large portion of your healthcare enrollment premiums; Effective January 1, 2025, subsidy amounts are:

Employee Only:	\$1,125
Employee +1:	\$1,450
Employee +2 or More:	\$1,939

Health Insurance - Comprehensive medical, dental, and vision plans are available. Employees may also choose to opt-out of the City's medical plans and receive up to \$4,000 every December.

Life Insurance - Basic Life and AD&D equal to one years annual salary offered. Additional coverage and dependent coverage also available.

Flexible Spending Account - Healthcare Flexible Spending Account (HC FSA) and Dependent Care Flexible Spending Account (DC FSA).

Health Savings Account - HSA available only for employees enrolled in Anthem High Deductible.

Holidays - The City Employees are entitled to 13 City-designated holidays plus an additional 18 hours of floating time each year.

Vacation - 120 hours of vacation will be applied upon hire with an additional 120 hours to be added upon completion of one year of service.

Sick Leave - 80 hours of sick leave will be applied upon hire with an additional 96 hours accruing each year.

Administrative Leave - 80 hours of administrative leave are applied upon hire.

Executive Leave - 220 executive leave will be applied upon completion of one year of service.

APPLY TODAY AND BE A PART OF AN AMAZING TEAM!



APPLICATION PROCESS

FIRST REVIEW DATE | September 12



To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:  
[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Should you have any questions regarding this position or the recruitment process, please contact **Sherry Johnson** at (714) 273-4187.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Chief Administrative Officer. Appointment is subject to completion of thorough background and reference checks.