



Salt Lake County Job Description

Associate Division Director – Animal Services

DEPARTMENT: Public Works

DIVISION: Animal Services/4100

JOB CODE: 053 **GRADE:** 017

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/10/2013

SAFETY SENSITIVE: No

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Public Administration, Business Management, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.

- Establishes and maintains effective working relationships with internal and external stakeholders.
- Evaluates the ongoing technology needs and resources of the agency and makes recommendations for software, hardware, and other technology needs.
- Responsible for all accounting operations of the agency; supervises purchases, payroll, accounts payable/receivable, records (GRAMA), database and reporting functions; provides financial management and oversight of city contracts, grants, donations, and the agency's endowment fund.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- County-wide personnel policies and procedures
- Government structure
- Public relations including public speaking
- Social research methods
- Principles of accounting including public accounting
- Social networking

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Perform mathematical and accounting computations
- Respond effectively in stressful situations and under the constraint of deadlines
- Exercise discretion and confidentiality

- Provide quality customer service and effective public relations

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Frequently exposed to loud noises, unpleasant odors, cleaning agents, pet dander, and zoonotic diseases.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 11/14/2017 CCR