

Executive Recruitment for

AUSTIN, TEXAS

GovHR USA, LLC is pleased to announce the recruitment and selection process for Chief Animal Services Officer for Austin, Texas. This brochure provides background information on the City of Austin, as well as the requirements and expected qualifications for the position. This position is considered open until filled with the first review of resumes to begin May 1, 2019. To ensure consideration, candidates should apply by May 17, 2019. To apply, candidates must submit a comprehensive resume, cover letter and contact information for three professional references to www.govhrjobs.com. Interested candidates should apply early in the process for optimum consideration. Candidates may contact the recruiter working with the city:

Heidi Voorhees, President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3243
HVoorhees@GovHRusa.com
Formal Applications should be submitted to:
www.GovHRjobs.com



CHIEF ANIMAL SERVICES OFFICER



PROFESSIONAL ANNOUNCEMENT

Austin, TX (Pop. 950,700) The City of Austin is seeking a progressive, visionary, and seasoned public service professional with a passion for animal care to lead its Animal Services programs and initiatives and to continue and expand on the City's nationally recognized successful efforts to reduce animal intake and increase live outcomes. Austin has been a leader in the live outcomes/no kill movement and seeks dedicated leaders who will continue and expand the City's progressive and collaborative approach to animal welfare.

This vibrant and dynamic city tops many lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally rich cities, Austin was recently selected the number one Best Place to Live in the U.S. (*U.S. News & World Report*). In 2016, *Forbes* named Austin the city most likely to prosper over the next decade on their America's Cities of the Future list, and the city of Austin ranked in the top ten on the *Forbes* list of America's Best Employers for 2017. The Chief Animal Services Officer reports to an Assistant City Manager and is responsible for the day to day operations of all programs and initiatives of the Animal Services Office. Please note the following about this exciting opportunity:

- The Austin Animal Services Office provides sheltering, enforcement and prevention services for Austin and the unincorporated areas of Travis County. The Office works closely with Austin Pets Alive!, the Austin Humane Society and more than 150 rescue groups to remain the largest no kill community in the nation. Since 2011, the Animal Services Office has saved more than 95% of the 17,000 pets who come through their doors each year.
- The Animal Services Office has 111 employees and an annual budget of \$13.9M. Employees includes four full-time veterinarians and 15 veterinary technicians who complete spay neuter surgeries and microchip more than 5,000 animals per year. They also treat thousands of medical conditions and critical cases.

- There is an 8 person enrichment and behavior team that walks dogs, runs doggies play groups and provides daily, in-kennel enrichment activities for cats and dogs. There is also a 25 member Outreach Team that conducts free rabies vaccine clinics in the community, vaccinating and microchipping more than 1,000 pets in a year. Outreach team members connect residents with resources available through Emancipet and the Austin Humane Society for approximately 11,000 owned pets and community cats to receive sterilization surgeries. This team also responds to approximately 30,000 calls per year, rescuing injured wildlife, enforcing animal laws and ordinances and providing support and resources for pets and people in need in Austin and Travis County.
- Completion of a bachelor's degree in public health, business administration, public policy or related field plus five years of increasingly responsible management experience is required. A master's degree can substitute for two years' management experience. Candidates with experience in a leadership position with an animal welfare organization or animal shelter or in a position with transferrable skills in a non- animal shelter position are highly desired. Strong administrative skills including grant and contract management, budget development and administration, human resource management and the ability to navigate large organization systems are essential. The annual salary range for the Chief Animal Services Officer is \$140,000 - \$150,000 +/- DOQ. Placement within the approved salary range will be dependent upon career experience and qualifications. This position is considered open until filled with the first review of resumes to begin May 1, 2019. To ensure consideration, candidates should apply by May 17, 2019. To apply, candidates must submit a comprehensive resume, cover letter and contact information for three professional references to www.govhrjobs.com. Interested candidates should apply early in the process for optimum consideration. Candidates may contact the recruiter, Heidi Voorhees, President of GovHRUSA at HVoorhees@govhrusa.com.



This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.



COMMUNITY PROFILE

The City of Austin is seeking a progressive, visionary, and seasoned public service professional with a passion for animal care to lead its Animal Services programs and initiatives and to continue and expand on the City's nationally recognized successful efforts to reduce animal intake and increase live outcomes. Austin has been a leader in the live outcomes/no kill movement and seeks dedicated leaders who will continue and expand the City's progressive and collaborative approach to animal welfare. This Recruitment Brochure provides background information on the City of Austin and the Chief Animal Services Officer position. It specifically outlines the important qualifications for the next Chief Animal Services Officer.



The City of Austin Population 950,700

This vibrant and dynamic city tops many lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally rich cities, Austin was recently selected the number one Best Place to Live in the U.S. (U.S. News & World Report). In 2016, Forbes named Austin the city most likely to prosper over the next decade on their America's Cities of the Future list, and the city of Austin ranked in the top ten on the Forbes list of America's Best Employers for 2017.

Austin continues to lead with its vision of being the Most Livable City in the Country, emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1, and being home to companies such as Apple, Samsung, Dell, Seton Healthcare, and maybe Amazon. From the home of state government and the University of Texas to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The city offers a wide range of events, from music concerts, food festivals and sports competitions to museum displays, exhibits and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country—rolling terrain of limestone bluffs, springs, rivers, and lakes—Austin's temperate climate is ideal for year-round jogging, cycling, hiking on the city's many trails, or swimming at Barton Springs or one of the area's many other swimming holes.

There are a number of excellent golf courses in the area as well as recreational opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin truly has something to offer for everyone.

City Government

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin has a 10-1 council system with an at-large Mayor and Council Members that represent ten

districts. The Mayor and Council Members serve in their respective seats for four years and cannot be reelected for more than two consecutive terms.

The City Council appoints the City Manager who is the chief administrative and executive officer of the city. The City Manager is responsible for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on the city budget, programs, policies, and services. The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers and department executives.

Supported by a staff of more than 13,500 and a budget of \$3.7 billion, the City Manager and staff deliver a broad range of services to the citizens of Austin.

The City Council and City Manager of Austin are committed to the mission of delivering the highest quality services cost-effectively. The City Manager's resolve is to make it the most livable and best-managed city in the country.



The Animal Services Office

The Austin Animal Services Office provides sheltering, enforcement and prevention services for Austin and the unincorporated areas of Travis County. The Office works closely with Austin Pets Alive!, the Austin Humane Society and more than 150 rescue groups to remain the largest no-kill community in the nation. Since 2011, the Animal Services Office has saved more than 95% of the 17,000 pets who come through their doors each year.

The Animal Services Office has 111 employees and an annual budget of \$13.9M. Employees includes four full-time veterinarians and 15 veterinary technicians who complete spay neuter surgeries and microchip more than 5,000 animals per year. They also treat thousands of medical conditions and critical cases.

The Austin Animal Center coordinates emergency response and management during weather events, including staffing temporary shelters for displaced pets.



Strategic Outcomes and Indicators

The City Council adopted six Strategic Outcomes and Indicators in March of 2018. The Animal Services Office reports through the Assistant City Manager for Health & Environment and Culture & Lifelong Learning. The Animal Services Officer will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to the six Strategic Outcomes and directly with Animal Services.

In 2011, the City of Austin constructed a \$12 million, 41,000 square foot Animal Services Center which is the hub of comprehensive animal welfare services offered by the Animal Services Office. In addition, the City of Austin's Animal Services Office partners with Austin Pets Alive! who operates a separate city-owned shelter for the most challenging medical and behavioral cases.

Importantly, the Animal Services Office is supported by the dedicated work of hundreds of volunteers who are committed to animal welfare and provide highly valued service to the Animal Services Office. The next Chief Animal Services Officer will lead the Animal Services Office at a critical time. The animal services community faces a constant influx of animals in need due to the population growth in the Austin region and have resources that are often at capacity to meet these service demands.

development and administration of animal welfare programs and services to reduce animal intake and increase live outcomes.



Furthermore, the following education and experiences are either required or desirable:

- Completion of a bachelor's degree in public health, business administration, public policy or related field plus five years of increasingly responsible management experience is required. A master's degree can substitute for two years' management experience.
- Candidates with experience in a leadership position with an animal welfare organization or animal shelter or in a position with transferrable skills in a non-animal shelter position are highly desired. Strong administrative skills including grant and contract management, budget development and administration, human resource management and the ability to navigate large organization systems are essential.
- Candidates must be dynamic, organized leaders who are committed to a comprehensive, collaborative and transparent approach to animal welfare programs and policies.
- Candidates will ideally be experienced in the development and utilization of performance measures, data and metrics to effectively measure the success of the animal welfare programs and services.
- Candidates must be committed to pursuing state of the art approaches in the animal welfare field, always striving to be a leader in the provision of these important services; candidates must also be skilled in identifying and addressing areas for operational improvement.
- Candidates will be skilled in leading employees and volunteers who work in high-stress environments; an



The Position

Under general direction of an Assistant City Manager, the Chief Animal Services Officer is responsible for the day to day operations of all programs and initiatives of the Animal Services Office and for working closely with community partners and volunteers to promote state of the art animal welfare services. Candidates must have a record of honesty and integrity with a passion for public service in general and animal welfare services particularly.

The Ideal Candidate

The ideal candidate will possess demonstrated experience in the animal welfare arena, with demonstrated experience improving live outcome rates in an open admission shelter. In addition, the ideal candidate will have a record of collaboration, innovation and leadership in the

approachable, collaborative, and engaged leadership and management style is essential to success in this position.

- Candidates must have demonstrated experience in public presentations with the ability to present information succinctly and effectively to elected officials, community partners, stakeholders and the media.



- **Vacation:** Accrual rate of 7.67 hours per pay period (23 days per year); Payment of unused personal leave upon resignation or retirement is limited to 240 hours.
- **Sick Leave:** Accrue 1 day per month; unlimited accrual.
- Austin offers a wide array of additional benefits. Please visit <http://www.austintexas.gov/department/active-employee-benefits> for a comprehensive summary of benefits.



Compensation and Benefits

The annual salary range for the Chief Animal Services Officer is \$140,000 - \$150,000 +/- DOQ. Placement within the approved salary range will be dependent upon career experience and qualifications.

The City of Austin offers an excellent benefits package including the following major areas:

- **Retirement:** The City of Austin Employees' Retirement System (COAERS) is a defined benefit pension plan with vesting after five years of continuous service. For additional information, call the Pension Office at (512) 458-2551.
- **Insurance:** The City provides excellent insurance plans for employees including health, dental, life, short- and long-term disability, and vision coverage.
- **Holidays:** 13 holidays per year are observed (11 official and 2 personal).

Recruitment Process

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