



## Director of Animal Services

**Organization:** Jefferson County Board of County Commissioners

**Department:** Animal Services

**Location:** Jefferson County, Florida

**Position Type:** Full-time / Exempt

**Salary Range:** \$55,000 – \$65,000 (Commensurate with experience)

### Role Overview

The Director of Animal Services is a high-level executive position reporting to the County Manager. This role provides strategic vision and administrative oversight for the County's animal welfare ecosystem, including the Animal Shelter, field enforcement, and public safety initiatives. The Director is responsible for fiscal stewardship, legislative compliance, and fostering a culture of humane care and community partnership.

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### Key Executive Responsibilities

#### Strategic Leadership & Policy

- Advise the Board of County Commissioners on animal welfare trends, legislative changes, and public safety concerns.
- Develop and implement long-range strategic plans to improve live-release rates and community outreach.
- Draft and update county ordinances to reflect modern animal control best practices.

#### Fiscal & Operational Stewardship

- Prepare and defend the annual departmental budget before the Board; monitor expenditures to ensure maximum ROI for taxpayers.
- Pursue grant opportunities and manage public-private partnerships to supplement county funding.
- Oversee a complex facility, ensuring high standards of sanitation, medical care, and inventory control.

#### Public Safety & Enforcement

- Direct the Animal Control Unit in the enforcement of state and local laws.
- Manage high-profile dangerous dog investigations and animal cruelty cases in coordination with the Sheriff's Office and State Attorney.
- Serve as the primary spokesperson for the department during emergencies or media inquiries.



## Community & Stakeholder Engagement

- Cultivate collaborative relationships with local rescue groups, veterinarians, and the Board's appointed Animal Advisory Committees.
  - Lead transparency initiatives by providing regular data reports on shelter intake, outcomes, and enforcement activity.
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## Preferred Qualifications

- **Education:** Bachelor's degree in Public Administration, Business Management, Animal Science, or a related field (Master's preferred).
  - **Experience:** Minimum of 5–7 years of progressively responsible management experience in a high-volume animal shelter or public safety agency.
  - **Certifications:** Ability to obtain State Animal Control Officer certification and Euthanasia Technician certification within one year of hire.
  - **Technical Skills:** Proficiency in shelter management software (e.g., Chameleon, PetPoint, or Shelterluv) and public sector budgeting.
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## Ideal Candidate Profile

The Board is seeking a leader who is:

- **Resilient:** Capable of maintaining professional composure in emotionally charged public forums.
  - **Data-Driven:** Uses statistics to justify staffing needs and program shifts.
  - **Diplomatic:** Able to bridge the gap between "no-kill" advocacy and the realities of public safety and open-intake sheltering.
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## Application Instructions

Interested candidates should submit a resume, cover letter, and five professional references via the **Jefferson County Human Resources** at [Careers@JeffersonCountyfl.gov](mailto:Careers@JeffersonCountyfl.gov).

**First Review of Applications:** March 1, 2026.

*Jefferson County is an Equal Opportunity Employer and a Drug-Free Workplace.*