



Spokane County Regional Animal Protection Director (SCRAPS)

SALARY	\$7,767.01 - \$10,865.54 Monthly \$93,204.11 - \$130,386.48 Annually	LOCATION	WA 99212, WA
JOB TYPE	Regular	JOB NUMBER	25-00160
DEPARTMENT	SCRAPS	OPENING DATE	07/29/2025
CLOSING DATE	8/29/2025 4:30 PM Pacific	FLSA	Exempt

Job Summary

This position works 40 hours per week.

The position allocated to this class is responsible for providing leadership and oversight in the effective and efficient management of the Spokane County Regional Animal Protection Service (SCRAPS) Department, a regional animal protection service that enforces ordinances governing the licensing, impounding, intake, care, disposal, and sale of animals in the unincorporated areas of Spokane County or where specifically contracted and operates an animal care and control facility. This position plans, organizes and directs all operations, activities, and personnel of SCRAPS. Work is performed under the administrative direction of the Spokane County Executive Officer, with considerable latitude for independent judgment and action and is reviewed through periodic conferences and reports.

TOTAL COMPENSATION: \$111,816 - \$156,463 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

Examples of Duties

- Directs the enforcement of Spokane County codes and state laws (RCW) related to animal welfare/protection and public safety, including exotic animals, animal cruelty, potentially dangerous dogs and dangerous dogs.
- Assumes full management responsibility for the operation of Spokane County's regional animal control service, including a County-owned regional animal care and control facility which provides the following for impounded animals: day-to-day care, veterinary care, behavioral intervention, animal placement, and third-party partnerships, owner reclaims, and humane euthanasia (if necessary).
- Directs the SCRAPS Management Team consisting of five programs: Field Operations (enforcement), Facility Operations (animal custody and care), Veterinary Services, and Special Programs (development, fundraising, public relations and volunteer coordination).
- Hires, trains, motivates and evaluates department management personnel; approves all new or replacement positions and recommendations to hire, disciplinary actions, or terminations as necessary in partnership with the

Human Resources Department.

- Provides ongoing leadership to Program Managers to develop their skills, expertise and understanding.
- Provides or oversees the coordination of staff training.
- Manages and participates in the development and administration of the budget, including individual program budgets; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; and directs the preparation of and implements budgetary adjustments as necessary.
- Negotiates and administers contracts for services with other jurisdictions.
- Directs issuance of licenses and collection of fees.
- Directs the development and implementation of programs to educate the public on issues related to animal control.
- Engages with members of the public to address questions/concerns over organizational policy/procedure and procure community feedback.
- Serves or delegates other personnel to serve as the hearing officer for potentially dangerous dog appeals; prepares and presents appeals of dangerous dog declarations to the Spokane County Superior Court.
- Maintains effective relationships with other departments, agencies and the public.
- Submits timely reports to the Board of County Commissioners.
- Develops changes in organization, staffing and work processes to increase efficiency and effectiveness of the department.
- Recommends the adoption and amendment of County ordinances and resolutions and State statutes to provide more efficient and effective services.
- Develops donor relations and donation processing; secures grant funding for organizational efforts and manages the associated requirements.
- Works directly with the SCRAPS Hope Foundation Board of Directors, serving as advisor and providing counsel regarding fundraising, financial support for organizational undertakings, and the like.
- Meet with community groups, members of the media, and County citizens to explain and promote animal protection and control programs.
- Performs other related duties as required/assigned.

Minimum Requirements

- Bachelor's degree from an accredited college or university in animal health, care or control, law enforcement, public administration, animal science or a related field.
- Five (5) years of progressively responsible experience in animal protection operations, animal care and control facility management, public administration, or a related area, including 2 years of supervisory experience that demonstrate high competency in the field. An equivalent combination of education and/or experience may be considered.
- Special Commission by the Spokane County Sheriff within six (6) months of appointment and maintained throughout employment.
- Successful passing of an integrity interview and thorough background investigation by the Spokane County Sheriff's Department.
- Possession of a valid Driver's License at time of hire and for the duration of employment.

Selection Factors

- Knowledge of laws and procedures involved in Washington State animal control code enforcement.
- Knowledge of the practices and procedures involved in the sanitary and healthy housing of animals.
- Knowledge of care of large numbers of animals.
- Knowledge of the principles and practices of supervision, training and personnel management.
- Knowledge of budgeting procedures and techniques.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships with those contacted during the course of work including County and other government officials, community groups, the general public and media

representatives.

- Ability to assume responsibility and direct and administer all aspects of the department.
- Ability to select, train, supervise, and evaluate staff.
- Ability to provide administrative and professional leadership and direction.
- Ability to prepare and administer the budget.
- Ability to accurately interpret and apply State and local policies, procedures, laws and regulations.
- Ability to deal effectively with the public in negative and stressful situations.

Employer

Spokane County

Address

824 N Adams

Spokane, Washington, 99260

Phone

509-477-5750

Website

<http://www.spokanecounty.org/employment>