



City of El Paso Animal Services Director

SALARY	See Position Description	LOCATION	Various Locations within the City of El Paso, TX
JOB TYPE	Unclassified	JOB NUMBER	U0600-0825
DEPARTMENT	Animal Services Administration	OPENING DATE	09/25/2025
FLSA	Exempt		

Requirements

MOS Code: None

The City of El Paso is recruiting for the position of **Animal Services Director**.

We are seeking a highly experienced and accomplished professional with a Bachelor's degree or higher in Management, Business or Public administration, Environmental or Public Health, Zoology, or related field.

This position requires a minimum of eight years of professional administrative experience or animal control experience including four years of management or supervisory experience. Valid Texas Class "C" Driver's License or equivalent from another state by time of application. Position may require Certified Animal Welfare Administrator (CAWA) certification or equivalent within one year of appointment.

The ideal candidate will be a dynamic and insightful service-oriented leader with strong communication, leadership, and administrative abilities and have a solid understanding of current animal service principles and practices.

If you are looking for an extraordinary opportunity to make a difference in one of the best run and progressive cities in the United States while enjoying an exceptional quality of life, the City of El Paso is the place for you!

General Purpose

Under administrative direction, manage and promote animal care and welfare services; plan, organize, and manage administrative budget, accounting, information systems, and daily operations of the Animal Services Department.

Typical Duties

Manage and coordinate the operations and administrative functions of Animal Services. Involves: Develop and manage the annual department budget. Review, approve, and implement departmental policies and operating procedures to accomplish program objectives. Ensure kennel and facilities comply with TDSHS animal shelter requirements. Handle the more difficult and complex issues encountered in the field and at the animal shelter. Coordinate with veterinarians and oversee zoonotic disease surveillance, surveys, inspections, and investigations. Provide guidance in responding to the most complex regulatory issues while protecting the public health and welfare. Ensure coordination with the

veterinarians and take appropriate actions to comply with animal quarantine management and rabies control requirements. Respond to public inquiries. Instruct and guide staff in legal and court proceedings, prepare court orders, and testify in court as an expert on animal control. Oversee and review operational procedures to improve the efficiency of services provided. Ensure activities and policies comply with regulatory requirements and safety standards.

Manage and administer department planning and development. Involves: Developing short and long-range strategic plans. Enhance and further develop "best practices" in the delivery of animal care and welfare services, ensuring that process evaluation and process improvement are integral to the management practices at the shelter and in animal care services. Plan, develop, and implement new programs and modify existing programs to optimize operational efficiency. Prepare a variety of reports regarding department activities, accomplishments, and goals. Implement and enforce department policies and procedures. Establish and maintain an organizational structure to effectively accomplish the organization's goals and objectives.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide, and check work. Appraise employee performance. Provide for training and development, enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate, and maintain harmony. As the appointing authority, interview applicants and hire, terminate, transfer, discipline, and assign or make other employee status changes.

Represent the department in a professional manner. Involves: Meet with community, regional, national, and international organizations, citizen groups, news media, City Manager, Deputy City Manager, and other officials to inform about changes and enhancements and to seek support for the organization's initiatives, projects, and programs. Regularly meet with the City's Animal Services Advisory Committee. Interact with a variety of governmental agencies and others to provide and gather accurate information for animal services development. Work with other City departments to provide assistance or gather information. Foster relationships with partner organizations to assist in achieving the strategic goals. Prepare correspondence regarding department operations, policies, and procedures. Coordinate responses to public-initiated requests and City Council service requests.

General Information

How to Apply:

To be considered, candidates must complete an online application. Candidates are encouraged to attach a cover letter and comprehensive résumé to their application.

This announcement will remain posted, and we will continue to accept applications until a finalist is selected. Qualified applicants are asked to apply by **October 30, 2025**. For the complete job specification click [here](#).

The hiring salary will be **\$160,000 - \$175,000 annually**, based on the successful candidate's qualifications and experience, **plus an outstanding benefits package**.

Click [here](#) to access our recruitment brochure!

For more information, please contact Human Resources Manager Erica Salamanca Salamancae@elpasotexas.gov or call **(915) 212-1244**.

Benefits

Determined by agreement

Employer

City of El Paso

Address

300 N. Campbell

El Paso, Texas, 79901

Phone

915-212-0045

Website<http://www.elpasotexas.gov>**Animal Services Director Supplemental Questionnaire*****QUESTION 1**

Do you have a Bachelor's degree or higher in Management, Business or Public Administration, Environmental or Public Health, Zoology, or related field?

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you have eight (8) years of professional administrative experience or animal control experience, that included four (4) years of management or supervisory experience?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have a valid USA driver's license? If so, what type of driver's license do you have?

- ☐ Texas Class A - CDL or equivalent from another state.
- ☐ Texas Class B - CDL or equivalent from another state.
- ☐ Texas Class C or equivalent from another state.
- ☐ No, I do not have a valid driver's license.

***QUESTION 4**

Applicants with foreign diplomas, transcripts and degrees must have all documents translated and evaluated by an agency of the National Association of Credential Evaluation Services (NACES) prior to submitting them to the Human Resources Department. Have you had your diploma, transcripts, degree or other required documents translated and evaluated by an agency of NACES?

- ☐ Yes, it has been translated and certified and I can provide documentation upon a job offer.
- ☐ No, I have not had my degree translated and certified.
- ☐ N/A - my degree is from an accredited U.S. university or college.

***QUESTION 5**

Candidates will be evaluated based on the information provided on the application and the completeness of the responses to the Supplemental Questions. The following will disqualify you from moving forward in the recruitment process. -Failure to fully detail all work experience and job duties. -Failure to fully detail all lead, supervisory and managerial experience and duties if required. -Overlapping dates of work experience. -Copying and pasting directly from the job specification. -Responses referring to your résumé.

- ☐ I acknowledge I have read and understand the above information.

* Required Question