



ALACHUA COUNTY, FLORIDA ANIMAL RESOURCES DIRECTOR

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Alachua County is seeking an experienced professional to lead its Animal Resources Department in the development and administration of a new shelter and expanded animal services programming. The Director will address a varied and progressive program responsive to a wide range of community services for animal protection. The successful candidate will demonstrate a high level of commitment to quality programs and caring professional services. The department mission reflects its dedication to CARE: Community, Adoption, Reuniting, and Education.

The Animal Resources Director is appointed by the County Manager and confirmed by the Board of County Commissioners. The Director reports to the Assistant County Manager - Chief of Staff.

Alachua County is located in north-central Florida. The county population is 263,450 and covers over 960 square miles. The County seat of Gainesville is home to the University of Florida, bringing Alachua County the benefits of an established relationship with one of the nations most highly regarded veterinary programs. Beyond Gainesville, there are historic villages, agricultural areas and abundant natural areas. Outdoor enthusiasts can enjoy rivers, lakes, and natural springs, plus trails for hiking and biking.

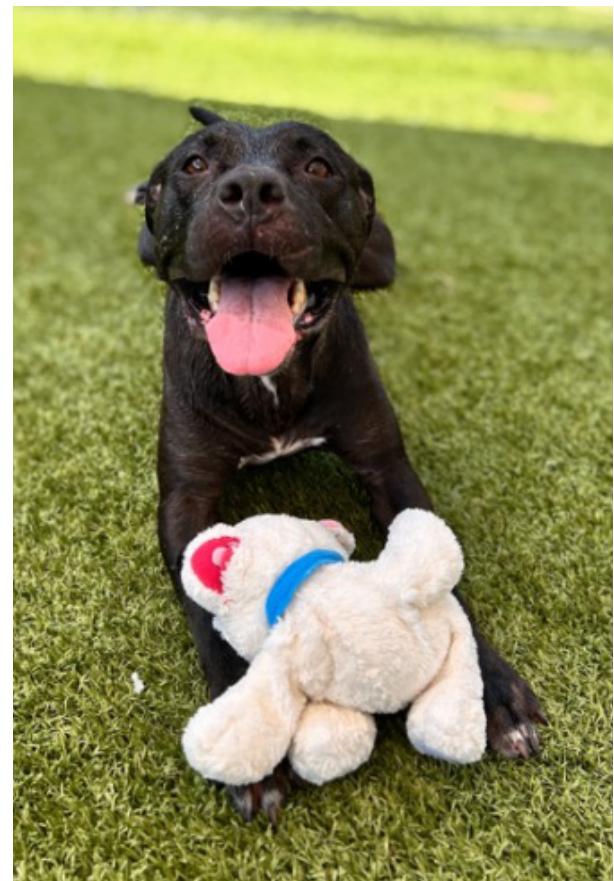
As home to a major university and State college, the area has Florida's highest concentration of 18 - 44 year olds. Alachua County is ranked highly on both business and retirement national lists of best places to do business, have a career, enjoy recreational activities, pursue cultural interests, and to retire. Museums and entertainment venues are supplemented by various festivals throughout the year to make the area a magnet for culture and entertainment. Parks and recreational facilities offer opportunities for all ages to enjoy, with University sports and entertainment bringing special offerings to the area.

ANIMAL RESOURCES DEPARTMENT

The Department has a budget of nearly \$4.2M and 42 full-time equivalent positions. In partnership with the Alachua County Sheriff's Office, the department's Animal Enforcement division is expected to transfer to the Sheriff's office in the Spring of 2026. The Animal Services Director oversees Outreach, Shelter Management, Veterinary Care, and Administration. The Department philosophy embraces lifesaving programs and policies to maintain a 90% live release rate, protect public safety and enhance the County's quality of life. The Director ensures operational compliance with County ordinances and applicable laws.

Annual gross intakes approach 3000 for all animal categories. In 2026, the Director will work closely with the design and construction team to develop a new state-of-the-art animal shelter.

The current shelter offers 117 dog kennels, 26 medical suite kennels, and facilities to house approximately 200 cats. Ideally, the existing shelter facilities will be converted to special situation housing for bite quarantine cases and stray animals. The new Animal Resources facility will serve primarily as an adoption facility.



ESSENTIAL FUNCTIONS

- Build an organization culture aligned with County core values.
- Provide professional management, expertise, and fiscal oversight for department operations
- Plan, organize and direct with work of Shelter staff. Determine work procedures and schedules, assign duties, review and evaluate work products and outcomes.
- Supervise and develop staff, set expectations, evaluate performance, take appropriate action as warranted; provide for training and employee development.
- Assess need for employee corrective action or disciplinary action and initiate as appropriate.
- Evaluate programs for alignment with local goals and priorities and coordination needs.
- Implement departmental policies and procedures and make recommendations to the County Manager, Animal Welfare Advisory Committee and County Commission regarding for ordinances or policies impacting the community at large.



- Develop department resources and build strong working relationships with the Sheriff's Office, local partners, including other government agencies, rescue groups and the University of Florida College of Veterinary Medicine.
- Work with adoption, rescue and animal care groups to ensure humane handling and care of animals.
- Develop protocols for animal services under emergency conditions. Serve as an essential emergency worker during County emergencies.
- Ensure optimal staffing, including volunteer services.
- Provide routine operational updates to the County Manager; present reports to the County Commission as directed; provide public and partner presentations as an advocate for department services and programs.
- Develop and administer the department website as a community resource for information.
- Develop scope of services for contracts, negotiate terms and oversee contract performance.
- Collect data regarding department operations and outcomes for analysis and interpretation.
- Prepare the department budget and manage resources to meet goals for responsible stewardship and maximum benefits to shelter animals and the community.
- Prepare regular reports on operations, outcomes, capital projects and expenditures.
- Oversee preparation of grant applications; manage grant supported programs.
- Deliver presentations to a wide range of audiences, handle questions and inquiries.
- Ensure department and staff certifications are achieved and maintained.
- Serve as agency liaison to the Sheriff's Office, local governments, volunteers, community resources, and the public.
- Performs related duties as required or as logical to the position.

KNOWLEDGE, SKILLS, ABILITIES



- Thorough knowledge of the principles and management practices of animal services.
- Thorough knowledge of the policies, procedures and laws pertaining to animal services operations.
- Able to develop short and long range plans and objectives for department operations.
- Considerable knowledge of modern principles and practices of administration, fiscal management and personnel supervision.
- Knowledge of the operation of laboratory equipment, use of drugs and related supplies for an animal shelter facility.
- Skill facilitating continuous quality improvement processes to improve efficiency.
- Skill in developing strong teamwork and a collaborative work dynamic.
- Strong analytical and organizational skills.
- Able to read and interpret legal codes and policy letters.
- Exercises professional judgement makes informed decisions based on data and deliberation; seeks a variety of perspectives and to balance interests.
- Able to use metrics to evaluate success.

- Skill in communications orally and in writing with a wide range of audiences.
- Skill in the development of a variety of communication systems and methods that provide for routine, timely, clear and responsive information.
- Skill in establishing communications processes that address information needs and encourage engagement.
- Skill in the preparation of clear and informative reports and presentations.
- Able to develop and make effective use of a website.
- Able to multi-task and adapt in a dynamic work environment.
- Able to prioritize activities consistent with agency goals and meet deadlines.
- Able to establish effective working relationships with co-workers, other departments, local governments, agency partners, local rescue groups and the public.
- Exercises professional judgment responding to questions and inquiries, releasing information, and anticipating consequences of decisions and recommendations.
- Open to change and new information; adapts behavior and work methods in response to new information, changing conditions and unexpected obstacles.



MINIMUM QUALIFICATIONS

- Bachelor's degree in animal welfare, veterinary science, animal science, business administration, public administration or closely related field.
- Five years of high level management or executive experience overseeing an animal care program, veterinary clinic or program, or animal shelter.
- Minimum three years experience as a supervisor or
- Combination of training, education and experience equivalent to the employment standards listed above and that provides the required knowledge and abilities.
- Valid Florida Driver License and Motor Vehicle Record that meets the requirements of Alachua County policy regarding moving violations, at fault accidents and conviction/pending DUI charge.



COMPENSATION & BENEFITS

Salary of \$140,000 annually. Comprehensive benefit package including Florida Retirement System or the optional FRS Investment Plan; elective deferred compensation and ROTH IRA plans are available; health insurance, life insurance, wellness center and services; generous leave allowances. Relocation expenses up to \$2,000.

HOW TO APPLY

Apply at www.GovHRjobs.com with a cover letter, resume, and contact information for five professional references by January 30, 2026.

Address to: Jim Dinneen, Independent Executive Recruiter
Questions may be directed to Jim Dinneen at (386) 846-2612.

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