COMPENSATION & BENEFITS

Annual Salary: $78,524 to $102,985

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year

HOW TO APPLY

This position will be posted from **March 29, 2016** until filled. First consideration will be given to those who apply by April 22, 2016.

Please go to: http://hr.lacounty.gov/ and submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

Luat Nguyen
Department of Animal Care and Control
(562) 256-7102
LNguyen@animalcare.lacounty.gov

EXECUTIVE ASSISTANT

Department of Animal Care and Control

County of Los Angeles

Open from March 29, 2016 until filled

To enrich lives through effective & caring service.

Animal Care and Control operates six animal shelters in the cities of Downey, Gardena, Baldwin Park, Lancaster, Castaic and Agoura Hills. A new care center will open in Palmdale in 2016. Field services are provided 24 hours a day, seven days per week. Each shelter has a veterinary medical clinic where all adopted animals are spayed or neutered prior to placement. Low-cost vaccination services are provided at the clinics, as well as through community outreach programs at various locations throughout the County. The Department has a budget of $40 million and includes funding for over 400 positions.

THE COUNTY

The County of Los Angeles, listed as one of America's Best Employers 2015 by Forbes, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, the County's 100,000 employees working in more than 35 Departments provide vital and wide-ranging public services. The County offers a unique position for a driven individual who can accomplish special assignments for the Director of Animal Care and Control and serve as a liaison to the Board of Supervisors.

ANIMAL CARE AND CONTROL

The Department of Animal Care and Control protects and promotes public safety and animal care through animal sheltering, pet placement programs, education and animal law enforcement. It is the largest animal care and control agency in the nation, patrolling more than 3,200 square miles and caring for more than 70,000 animals each year. The Department serves 48 contract cities and all of the unincorporated areas of Los Angeles County.

The Department enforces state animal laws, as well as Title 10 (Animals) of the County Code. Enforcement actions include protecting animals from abuse and neglect, reducing the number of stray animals, licensing animal establishments, enforcing laws regarding vicious or dangerous animals, and licensing domestic dogs and cats to protect public health from rabies exposure. The Department provides rescue operations for animals trapped in dangerous settings or during emergency response, including fires, earthquakes and other natural disasters.

THE OPPORTUNITY

The Executive Assistant, Animal Care & Control, is an unclassified position, reporting directly to the Director.

Positions allocable to this class assist the Director with the administration of risk management functions, fundraising, legal analysis and formulation and implementation of administrative or program policy and procedures. Incumbents must exercise a thorough knowledge of organization, program and project management, legislation related to the particular programs they manage and the relationship between the department's activities and those of other State and County departments,

EXAMPLES OF JOB DUITES

- Acts as the Director's liaison with departmental management, the Board Offices, County Commissions, other County departments, public officials. Serves as a liaison to various foundations and is responsible for fund raising from private sector donors.
- Develops departmental administrative policies for the Director related to the operations of the department and in preparation of instructions for their implementation.
- Provides consultation in the development of new plans, systems and policies.
- Analyzes correspondence and reports on departmental activities and makes recommendations on their disposition.
- Responds in writing or orally to sensitive or controversial inquiries or complaints; prepares official correspondence and materials for the Director.
- Conducts legislative analysis on pending State and Federal legislation and makes recommendation to the Director.
- Functions as the Department's Risk Manager specializing in identifying potential causes of accidents or loss, recommends and implements preventive measures and devises plans or policies to minimize costs and damage should a loss occur.
- Investigates and responds to claims from members of the public and collaborates with County Counsel and the Chief Executive Office for handling and setting litigation.
- Identifies new programs and services and conducts feasibility studies.
- Conducts special assignments, management studies, or programs as directed.
- Represents the Director at meetings, as directed.

QUALIFICATIONS

The successful candidate will have a Bachelor's degree preferably in Public Administration, Animal Science, or closely related field (Political Science, Business Administration, Law, or similar) from an accredited college, and three years' experience in a highly responsible administrative , advisory, or specialized staff capacity dealing with legislation, local government, legal analysis, animal welfare or similar issues. One year of qualifying experience may be substituted for each year of college.

Desirable qualifications include:

- A Master's degree in Public Administration, Animal Science, or closely related field.
- A Juris Doctorate degree.
- Paralegal or other legal certification.

COUNTY OF LOS ANGELES ANIMAL CARE AND CONTROL