COMPENSATION & BENEFITS

Annual Salary: $101,196 to $153,169

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 open from **August 26, 2016**, until filled. Qualified candidates are encouraged to apply early for optimal consideration.

Please go to:

http://bit.ly/2bMFJbQ

in order to submit your application, cover letter, resume, record of accomplishments, and verification of degrees.

For confidential inquiries, please contact:

Lowell Burton
Department of Human Resources
Talent Solutions Division
(213) 974-2429
lburton@hr.lacounty.gov

ADMINISTRATIVE DEPUTY I

Department of Animal Care and Control
County of Los Angeles

Open from August 26, 2016 until filled

To enrich lives through effective & caring service.

THE COUNTY

The County of Los Angeles, listed on Forbes' Best Employers of 2016, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California with over 108,000 employees and 34 Departments, the County of Los Angeles provides vital and wide-ranging public services.

DEPARTMENT OF ANIMAL CARE & CONTROL

The Los Angeles County Department of Animal Care and Control is one of the largest and most progressive animal control agencies in the United States. Seven animal shelters serve all unincorporated County areas and 47 contract cities. The Department covers more than 3,200 square miles of cities, deserts, beaches, and mountains; from the Antelope Valley in the north to the Palos Verdes Peninsula in the south; as far east as the border of San Bernardino County and west to Thousand Oaks. Animal control and rescue services are provided 24 hours a day, seven days a week, in the service areas.

THE OPPORTUNITY

Supporting the management, care and control of thousands of domestic and feral animals throughout Los Angeles County is a rewarding and gratifying job for an administrative executive. The incumbent will have the opportunity and challenge of directing the planning, implementation, and evaluation of the department's administrative operations in a thriving and compassionate animal care and control environment.

Under the direction of the Chief Deputy Director, the Administrative Deputy I directs planning, implementation, and evaluation of administrative operations and services for the Department of Animal Care and Control and functions as the highest-level executive manager over administrative support operations and services for the department. Administrative areas managed include departmental finance, budget, human resources, contract administration, information technology, facilities management, capital projects, materials management, and the department's Enforcement Section which includes the following units: Field Enforcement Unit, Business Licensing Unit, and License Voucher Unit.

The Administrative Deputy I has the responsibility of directing through subordinate supervisors a staff comprised of supervisory, professional, technical, administrative and clerical support positions. In this role; the Administrative Deputy must be able to apply qualities such as self-awareness, altruism, personal motivation, and empathy in fostering efficiency and productivity.

THE QUALIFICATIONS

The qualified candidate will have a passion for the department's mission combined with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field. In addition, the candidate will have two years of responsible experience supervising an administrative support function such as finance and budget, or human resources in a full range of complex analytical issues that directly impact agency programs and operations.

As an alternative, a qualified candidate may replace the education requirement with four years of progressively responsible administrative experience in the analysis and resolution of problems in areas such as financial management, organization, programs, personnel, budget, or systems and procedures.

DESIRABLE QUALIFICATIONS

- Knowledge of the rules, regulations and principles governing budget and fiscal operations, facilities management, human resources programs, contracts or other administrative services.
- Experience in managing a variety of administrative, human resources and other support functions in both staff and line capabilities in an animal care and control organization.
- Experience in compiling budget and fiscal data and preparing financial and statistical reports.
- Experience in developing, negotiating and administering contracts for public or private sector entities.
- Excellent verbal and written communication skills; with a strong emphasis on preparing comprehensive, clear, and concise written reports and correspondence.

COUNTY OF
LOS ANGELES
ANIMAL CARE
AND CONTROL