

Staff Report

Subject: Approval and publication of new job titles and job descriptions for Animal Protection and Control Services.

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Department: Human Resource Services

Meeting Date: December 16, 2025

Item Description: Approval and publication of new job titles and job descriptions for Animal Protection and Control Services.

Summary Recommendation: Staff request authorization to approve and publish new job titles and job descriptions for Animal Protection and Control Services.

Executive Summary/Background

Kennel Operations Manager: is responsible for animal care, daily shelter operations, and staff supervision. Key duties include managing kennel staff, ensuring the health and well-being of animals through cleaning and feeding, and overseeing shelter programs such as intake and adoption.

Animal Shelter Office Manager: The purpose of this classification is to provide high-level administrative and operational support within the Animal Shelter under the direction of the County Manager. The position involves overseeing daily shelter operations, supervising staff, managing client records, ensuring facility maintenance, and maintaining a safe and welcoming environment.

Alternatives for Commission to Consider

1. Approve the job titles, job descriptions, and authorize publication and distribution.
2. Disapprove of the job titles and job descriptions and provide staff with guidance on how to proceed.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives: None.

Department Review: County Manager, Animal Protection and Control Services, and Human Resource Services.

Funding Source: Possible FY26 Budget Amendment

Attachments:

- 1) Kennel Operations Manager Job Description
- 2) Animal Shelter Office Manager Job Description