

THE CITY OF RANCHO CUCAMONGA

Rancho Cucamonga is a premiere city in the Inland Empire encompassing 40 square miles in the southwest corner of San Bernardino County, approximately 40 miles east of Los Angeles. The communities of Alta Loma, Etiwanda, and Cucamonga incorporated as the City of Rancho Cucamonga in 1977. Today, Rancho Cucamonga's population is over 160,000.

Community Highlights:

- *Retail Sales:* Rancho Cucamonga is a strong marketplace where retail sales continue to set record highs. Ideally located near two major freeway junctions, and served by one of the busiest thoroughfares in the County (Foothill Boulevard/Route 66), Rancho Cucamonga presents excellent opportunities for all retailers. The recent opening of the Victoria Gardens Regional Center, which includes over 120 retailers and restaurants, has added to the City's already strong retail activity.
- *Industrial Space:* Companies continue to migrate to the City because of its reasonable lease rates, competitive labor costs and un-congested access to logistic centers such as: the Ontario International Airport, BNSF's Inter-modal Rail Yard in San Bernardino, and the major UPS shipping facility at Ontario Airport. In addition, the City is located near the I-10 and I-15 junction, close to Los Angeles County, and the new I-210 extension.
- *Housing:* Rancho Cucamonga's emphasis on planned residential developments, large lot sizes and quality construction has resulted in home prices that average higher than the San Bernardino County average. This gives buyers the opportunity to take advantage of buying homes in well-planned neighborhoods, built above industry standards, and at prices that are lower than those of Los Angeles or Orange County.
- *Household Income:* The average household income is over \$80,000 and growing.
- *Education:* The City of Rancho Cucamonga has a well-educated population, and over 64% of the City's adults have attended college. Twenty-two percent (22%) of Rancho residents have received a Bachelor's degree or higher, which are well above the rates in Los Angeles, Orange, Riverside, San Bernardino, and San Diego counties. Currently, there are over 21 private and public colleges and universities within a 30-minute drive of the City.

City of Rancho Cucamonga
10500 Civic Center Dr.
Rancho Cucamonga, CA 91730

**SHELTER MANAGER
(ANIMAL CARE AND SERVICES)
JOB FLYER**



THE CITY OF RANCHO CUCAMONGA INVITES APPLICATIONS FOR



**SHELTER MANAGER
(Animal Care and Services)**

THE OPPORTUNITY

The City of Rancho Cucamonga is experiencing a new beginning in the provision of animal care and services to our community. We invite you to be part of our Team as we transition from a County contract to a City-operated animal services program. The new Shelter Manager will play a crucial role in the transition efforts and will oversee the day-to-day operations of the Animal Shelter and, on assigned shifts, will also supervise field and other department related operations.

The City has contracted with San Bernardino County for animal shelter services since 1995, and control services since 1983. The City will assume responsibility for the operation of the Shelter by May 1, 2006, and the field services program by July 1, 2006. Shelter services are provided through the City-owned Shelter, located at 11780 Arrow Route. As part of the transition, the City has retained the services of a consultant to assist in the transition, as well as to determine the feasibility of operating the Shelter as a No Kill Facility.

The City Council is interested in an animal care and services program that is innovative, as well as both animal and customer service focused. The Department will provide shelter for homeless, abandoned and abused animals, as well as protect the public health, safety, and welfare. There is commitment to developing strong community support for the animal care and services program, as well as a strong volunteer program to assist in the operation of the Shelter. The City is currently evaluating options for medical care that would include medical evaluation and care of the animals, and behavioral programs to enhance adoptability. The City also wants to develop strong and innovative educational programs for mobile and low-cost spay and neuter programs, micro-chipping, foster care, volunteer, and related programs.

Further information on the transition to the City Animal Care and Services Department can be found on the City website:
www.ci.rancho-cucamonga.ca.us

THE POSITION

The Shelter Manager reports to the Animal Services Director and has responsibility for managing the day-to-day operations of the Animal Shelter. The scope of accountabilities includes the oversight of animal care, shelter maintenance, contract services, and oversight of administrative and office support staff. The Shelter Manager will also serve as a supervisory resource to field services and other Department staff in the absence of the Director. The Shelter Manager is a management position in the City.

COMPENSATION

**\$4,961 - \$6,366 per month
and Excellent Position Benefits**

EMPLOYMENT STANDARDS

Equivalent to graduation from high school plus two years of college level course work, certification and/or training in animal care, healthcare, social services, or a related field. Five or more years of experience involving animal care, public service, office administration functions in the operation of an animal shelter, including supervisory experience, and field enforcement.

Knowledge of the operational characteristics, services and activities of an animal care and services, including kennel operations; principles of animal behavior and care; principles and practices of customer service; identification of a variety of breeds of dogs, cats, and other domestic animals; methods and techniques of animal collection, impoundment, and registration; principles of budget preparation and control; principles of supervision, training, and performance evaluation; pertinent State and local laws, codes and regulations; occupational hazards and safety practices necessary in the area of animal services; safe work practices; safe driving principles and practices; and field operations. Ability to operate modern office equipment including computer equipment and software programs; operate and care for animal control equipment; inoculate and medicate animals; operate a two-way radio; operate a motor vehicle safely; supervise, plan, and coordinate the work of technical and clerical personnel as well as volunteers; select, supervise, train and evaluate staff; interpret, explain, and ensure compliance with policies, procedures and regulations; effectively respond to calls for services; recognize normal and abnormal animal behavior; handle potentially dangerous animals in a safe manner; respond to requests and inquiries from the general public; establish and maintain effective working relationships with those contracted in the course of work including a variety of City and other government officials, community groups, and the general public; and communicate clearly and concisely both orally and in writing.

POSITION BENEFITS

- City pays employee's share of PERS including 2.5% @ 55
- Supplemented to increase retirement up to 3% @ 60 (PARS)
- Paid medical coverage up to \$500/month
- Dental plan and optical plan provided
- Tuition Reimbursement \$750 per fiscal year
- Vacation (80 hours accrued the first year)
- 14 paid holidays (including three discretionary holidays)
- Sick Leave (120 hours per year)
- 4% Deferred Compensation
- \$50,000 Life Insurance
- Administrative Leave of 75 hours per fiscal year

PHYSICAL DEMANDS

While performing the duties of this position, the employee may be occasionally required to lift and move animals weighing 50 to 100 pounds for training and demonstration purposes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may also be expected to wear gloves and demonstrate the operation of poles, snares, and animal control equipment.

The employee works in both office and field conditions. The employee is occasionally exposed to outside weather conditions, wet or humid conditions, and diseased, injured or dangerous animals. The employee has exposure to chlorine and other types of chemicals related to animal care and enforcement. The position is occasionally exposed to loud noise above 95 decibels given the barking of dogs, and other animal noises in kennel areas and in field settings. The employee interacts with upset individuals in interpreting and enforcing departmental policies and procedures. Allergic conditions which could be aggravated when handling or working with animals may be a disqualification.

Special Requirements:

Ability to work shifts including weekends as well as evenings, holidays, and special events. The Department anticipates operating a five day, eight hours per day work schedule.



SELECTION PROCEDURE

All applications will be reviewed and those candidates who best match the needs of the City will be invited to compete further in the examination process. A limited number of candidates who appear best matched for the position will be invited to participate in oral interviews.

Candidates must possess a valid California driver's license, be insurable, and pass a City physical, which includes drug screening, to qualify for appointment.

AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status, or disability.

There is a no smoking policy in effect within all City Offices and vehicles.

APPLICATION PROCEDURE

All applicants are required to complete a City application form and submit it to Personnel, 10500 Civic Center Drive, Rancho Cucamonga, 91730 or mail to P.O. Box 807, Rancho Cucamonga, 91729. Job Line: (909) 477-2700 ext. 2451, or www.ci.rancho-cucamonga.ca.us to view the Job Opportunity or to download a City employment application form.

FINAL FILING DATE

5:00 p.m. on Thursday, January 12, 2006

Postmarks accepted

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