



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Animal Services Director	<u>Effective Date:</u>	January 2026
<u>Department:</u>	Victoria County Animal Services	<u>Salary:</u>	\$66,225-\$86,092* *Based on experience
<u>Accountable to:</u>	Commissioners Court	<u>Status:</u>	Exempt

Primary Objectives

Performs demanding work directing and supervising staff, and enforcing state laws and local ordinances while maintaining public health standards for citizens and animals. Protects the health, safety, and welfare of citizens by monitoring the animal population and enforcing local obligations regarding the control and eradication of rabies. Oversees daily operations of the Animal Services shelter including animal care and adoptions, along with assigned personnel and the utilization of volunteers.

Supervision Received

Work is performed under the limited supervision of Commissioners Court.

Supervision Exercised

Supervision exercised over assigned personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Acts as supervisor over all Animal Services activities.
2. Serves as Chief Enforcement Officer over local orders and state statutes related to the control and welfare of animals within Victoria County.
3. Acts as the local rabies control authority, enforcing Chapter 826 of the Texas Health & Safety Code by Order of Commissioners Court.
4. Enhances community engagement and education through community events, presentations, and social media.
5. Recommends and carries out animal welfare and compliance initiatives, along with reasonable enforcement policies using best practices.
6. Selects, supervises, and evaluates Animal Services staff by establishing work rules, schedules, and performance standards. Initiates disciplinary action when necessary in compliance with County policies and applicable laws.
7. Supervises Animal Services staff in the practice of euthanasia to ensure safe and humane treatment of all animals.
8. Develops and maintains a vibrant volunteer program, in compliance with County policies, to assist in shelter care and adoption initiatives.
9. Works cooperatively with law enforcement groups and other animal-related organizations.
10. Provides professional testimony in court as needed by County and/or Municipal Court Judges.
11. Responsible for overseeing care and maintenance of animal shelter facilities, equipment, vehicles, and other assets.
12. Assesses and oversees capital improvements as necessary.

13. Creates, reviews, and maintains Animal Services records and reports in compliance with local, state, and federal laws and guidelines.
14. Maintains accurate documentation and tracking of enforcement activities.
15. Reviews, interprets, and applies laws and regulations governing licensing, impounding, and care of animals, including (but not limited to) Title 10 of the Texas Health & Safety Code.
16. Anticipates future departmental needs and development, and effectively communicates with Commissioners Court and the public.
17. Conducts accounts payable for departmental purchases and manages revenue according to County procedures.
18. Maintenance of Animal Control Officer Certifications.
19. Available for night and weekend duties as required.
20. Performs all other duties as assigned by Commissioners Court.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Animal Science, Public Health Administration, Public Administration, or a related field OR relevant and extensive (6+ years) experience required.
- Valid Texas Driver's License.
- Animal Control Officer Certification.
- Certified Euthanasia Technician.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is heavy work frequently requiring physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include special vision requirements - close and distance vision, ability to adjust focus, depth perception, color perception, night vision, and peripheral vision. Also the ability to convey detailed or important instructions to others accurately, loudly, or quickly. Standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Occasionally
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.