

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002

<https://agency.governmentjobs.com/harriscountytx/default.cfm>

invites applications for the position of:



Field Operations Manager - Veterinary Public Health

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 05/25/21

CLOSING DATE: 06/25/21 11:59 PM

POSITION DESCRIPTION:

Under the supervision of the Director for Veterinary Public Health, the Field Operations Manager is a member of the administrative staff, provides leadership, plans, organizes, and directs Field Operations.

Duties and Responsibilities:

Administrative Duties

Planning

- Determines divisional goals; conducts planning meetings to determine annual goals for the Field Operations Section. Annual goals will be established by the beginning of the fiscal year
- Develops plans to achieve goals

Personnel

- Interviews for openings in Field Services
- Oversees scheduling, conducts scheduled performance appraisal, and provides counseling as needed for Field staff
- Provides training as needed

Budget Management

- Develops field services budget and monitors field services expenditures relative to the VPH budget

Vehicle/Equipment Maintenance

- Ensures that VPH vehicles are maintained per the schedule prescribed by Fleet Services and coordinates the purchase of new vehicles and animal care units
- Oversees the care and maintenance of equipment assigned to Field Services

Program Oversight

- Ensures the enforcement of applicable Texas laws and Harris County regulations and policies
- Ensures that requests for service are responded to in timely and effective manner
- Ensures that ACOs properly document information on the bite and activity reports
- Acts as Saturday Supervisor as scheduled
- Compiles, reviews, and submits statistical reports

Public Relations Responsibilities

- Citizens - Arbitrates citizen complaints concerning animal regulations and HCPHES VPH Field Services policies and procedures

Other Agencies

- Acts as a liaison with the various law enforcement and animal control agencies in Harris County
- Coordinates with the USDA concerning dangerous wild animals
- Ensures that animal control citations are filed in the appropriate court in a timely fashion
- Acts as liaison with Justices of Peace
- Ensures that animal control citations are filed in the appropriate court in a timely fashion

Field Duties

- Assists with chemical immobilizations and performs other field duties as needed
- Takes on call duty as assigned and assists with field duties as needed and other duties as assigned

Zoonosis Control Duties

- Routinely performs the daily bite case reviews and takes appropriate action as needed

Technology

- Assists with the development and maintenance of technology for Field Services
- Assists in trouble shooting IT issues within VPH

Other

- Performs other duties as assigned, including special tasks involved in responding to an emergency event

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or ADACoordinator@bmd.hctx.net

REQUIREMENTS:

- Bachelor's Degree from an accredited college or university **and**
- Two (2) years of supervisory experience
- One (1) year of experience in budget preparation and management
- Basic proficient of Windows software, Word, and Excel
- Will require lifting of animals
- Valid Driver's License (TX upon hire)

Additional Requirements:

- Must complete the necessary FEMA ICS Training required for our department within six (6) months of employment.
- Must complete the Department of State Health Services' Basic Animal Control Officer's Certification within one year of employment and maintain that certification.

NOTE: To qualify for this position, required education, experience, knowledge and skills must be clearly stated on your application's employment history. Resumes are welcome, but **we do not use** any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

PREFERENCES:

- Experience in animal control
- Experience in supervising field staff

- Experience in working with Chameleon software and Crystal Report Writing

GENERAL INFORMATION:

LOCATION:

- Houston TX

HOURS:

- 40 Hours per Week

SALARY:

- Commensurate with Experience
- Based on 26 Pay Periods

Additional Information – Core Competencies

Organizational Leadership

- Understands the organizational mission
- Understands ethics and public good; is concerned with public trust
- Demonstrates respect for the opinions and beliefs of others

Collaboration

- Demonstrates a sense of responsibility for the success of the group
- Collaborates with others to improve quality and address needs

Innovation

- Ability to adapt to change

Interpersonal Abilities/Personal Characteristics

- Uses sound judgement
- Self-motivated
- Organizes and maintains work environment to allow for maximum productivity

Communication

- Communicates clearly and effectively, both orally and in writing
- Written and verbal English competency
- Able to read and follow directions

Due to a high volume of applications positions may close prior to the advertised closing date.

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:
<https://www.governmentjobs.com/careers/harriscountytexas>

Field Operations Manager - Veterinary Public Health Supplemental Questionnaire

- * 1. Do you have a bachelor's degree or higher from an accredited college or university?
 - ☐ Yes
 - ☐ No
- * 2. Please describe your educational background including level of education completed, area of study and completed major and minor programs.
- * 3. Which of the following best describes your years of verifiable experience in budget preparation and management? (To be considered, qualifying experience must be documented on your application's employment history).
 - ☐ Less than one
 - ☐ One year, but less than two
 - ☐ Two years, but less than three
 - ☐ Three years, but less than four
 - ☐ Four or more years
 - ☐ I don't have this type of experience
- * 4. Please provide details about your years of verifiable experience in budget preparation and management. Please include: (a) role(s), (b) types of organizations and (c) scope of duties and responsibilities. If you do not have this experience, please type "None" in the space provided.
- * 5. Which of the following best describes your years of verifiable experience working in a supervisory position? (To be considered, qualifying experience must be documented on your application's employment history).
 - ☐ Less than two years
 - ☐ Two years, but less than three
 - ☐ Three years, but less than four
 - ☐ Four or more years
 - ☐ I don't have this type of experience
- * 6. Please provide details about your years of verifiable experience working in a supervisory position. Please include: (a) role(s), (b) types of organizations, (c) scope of duties and responsibilities. If you do not have this experience, please type "None" in the space provided.
- * 7. Do you have verifiable experience in animal control?
 - ☐ Yes
 - ☐ No
- * 8. Please provide details about your verifiable experience in animal control. Please include your (a) role(s), (b) types of organizations, (c) scope of duties and

responsibilities. If you do not have this experience, please type "None" in the space provided.

- * 9. Do you have verifiable experience working with Chamelon software and Chrystal Report Writing?
 - ☐ Yes
 - ☐ No
- * 10. Please provide details about your verifiable experience with Chamelon software and Chrystal Report Writing. Please include your (a) role(s), (b) types of organizations, (c) scope of duties and responsibilities. If you do not have this experience, please type "None" in the space provided.
- * 11. Which of the following statements apply to you?
 - ☐ I have completed FEMA ICS training..
 - ☐ I have not currently completed FEMA ICS training, but will do so within six months of employment.
 - ☐ None of the above
- * 12. Which of the following statements apply to you?
 - ☐ I have completed DSHS Basic Animal Control Officer's Certification.
 - ☐ I have not currently completed DSHS Basic Animal Control Offer's Certification, but will do so within one year of employment.
 - ☐ None of the above
- * 13. Which of the following describes your level of proficiency using a personal computer and common office software such as MS Office Suite (Word, Excel, PowerPoint, and Outlook). Please select your level of proficiency based on the following descriptions: Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker and grammar check.
 - ☐ Advanced
 - ☐ Intermediate
 - ☐ Basic

- ☐ Entry Level
- ☐ Not proficient

* 14. Which of the following Microsoft Office programs have you used proficiently during your previous employment? Select all that apply

- ☐ Excel
- ☐ Word
- ☐ None of the Above

* 15. This position requires a valid driver's license. Upon hire, a Texas license must be obtained by start date. Do you have a valid driver's license?

- ☐ Yes
- ☐ No

* 16. Please provide number, class, state and expiration date below: (Type N/A if not applicable)

* Required Question