



## CLASS TITLE | DIRECTOR OF TULSA ANIMAL SERVICES

PAY GRADE: EX-56 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 2/26/2025

CLASS CODE: 1290

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**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for the operation of the Tulsa Animal Services (TAS) system including administrative, training, field, veterinary, and shelter services, including work with volunteer, other animal welfare organizations, and community partners, ensuring the humane treatment of animals in the care of shelter personnel while advancing the Tulsa Animal Services' lifesaving mission; and performs other related required duties.

### **ESSENTIAL TASKS:**

- Maintains an effective, productive working relationship between TAS and local and regional animal welfare organizations to promote adoption, vaccinations, spaying and neutering, and to ensure cooperative working relationships between groups to address the pet overpopulation problems in Tulsa as well as to increase opportunities for owner education and assistance
- Tracks the animal population, including intake and community-based outcomes, reducing the number of loose and abandoned animals in neighborhoods, increasing compliance with spay/neuter laws, and provides data to various audiences
- Supports and advances the work of the TAS Commission
- Ensures best practices for handling and care of animals are in place and that staff are appropriately trained and certified in all aspects of their jobs and in current best practices in animal welfare
- Develops, implements, and updates consistent policies and procedures to protect the health and safety of employees, the public, and animals in the City's care
- Develops, implements, and updates strategies to reduce pet overpopulation in the city of Tulsa, to address the public safety concerns presented by loose and abandoned animals in Tulsa, to prevent and address cruelty to animals, and to educate the public about responsible pet ownership, including the importance of spaying/neutering, vaccination, and appropriate confinement
- Maintains an empathetic and professional presence in the communities being served, responding to citizen complaints compassionately and professionally, and works with City communications to ensure accuracy of information being disseminated to external media, authorities, boards, and commissions, administration, elected officials, and the public
- Ensures proper data input in operations software and utilizes a data-based approach, backed by sound science, and up to date best practices to evaluate the efficacy of programs, procedures, and outreach efforts
- Coordinates with law enforcement and prosecuting authorities to investigate and enforce laws and to develop and implement strategies to address repeat offenders
- Oversees the operational budget, ensuring the accuracy of finances as a responsible steward of public monies, and seeks funding opportunities through grants or charitable donations, particularly those targeted towards municipalities
- Periodically reviews and proposes updates to City ordinances, as needed and as appropriate



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- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## **QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- 1) (a) Completion of 60 hours from an accredited college or university; **and**,  
(b) Nine (9) years of experience relevant to the essential tasks listed in this job description is *preferred*;

**Or**

- 2) (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and**  
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description is *preferred*

## **Specialized Experience**

Extensive experience with animal care and animal management is strongly *preferred*. Applicants with this experience will have priority.

## Knowledge, Abilities and Skills:

Knowledge of:

- Guidelines for Standards of Care in Animal Shelters
- State, federal and local laws/regulations which relate to the management of a municipal animal welfare/control organization(s)
- Basic biology and animal physiology
- Animal welfare industry, including issues faced, challenges, and concerns in the field
- The community
- Personnel management principles, practices, and theories
- Planning methods, needs analysis, and research techniques as it applies to organizations and personnel development, *preferred*

Ability to:

- Work in an environment with rapidly shifting priorities in order to respond to diverse concerns, emergencies, and crisis situations
- Think strategically and creatively
- Analyze and resolve problems



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- Represent TAS to a wide and diverse audience
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Skill in:

- Excellent written and verbal communication
- Leadership and personnel management skills *preferred*

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, smelling, and twisting, loud noises, strong smells, fumes, poor ventilation, chemicals, blood and other bodily fluids, disruptive people; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may be exposed to animal waste/dead animals, animal bites, disruptive people; and may be required to attend meetings and other events throughout the City.

**EEO Code: E-04**

**Group: Public Safety**

**Series: Public Safety Administrative**