



CLASS TITLE | DEPUTY DIRECTOR OF TULSA ANIMAL SERVICES

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date: 07/29/2026

CLASS CODE: 2145

PURPOSE OF THE CLASSIFICATION: Under general direction provides operational oversight for Tulsa Animal Services staff and volunteers, researches and resolves complaints from the public, maintains manual and computer-based records and databases, and ensures the humane treatment of animals in the shelter's care and custody while maintaining the efficient delivery of services both within the shelter and field operations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Ensures the safe, proper, and humane treatment of all animals within Tulsa Animal Services custody
- Schedules staff and work assignments to ensure adequate coverage to meet business needs
- Trains supervisory personnel, evaluates the performance of professional staff, and identifies areas for professional growth and development
- Maintains effective and productive working relationships with staff, volunteers, community partners, and other City departments and outside agencies
- Assists in review, update and drafting of departmental policies, procedures and City Ordinances for operational needs
- Serves in the Emergency Operations Center as needed to coordinate tasks and duties of the department during an emergency response
- Assists in budget preparation
- Reviews incident, injury and accident reports and legal claims and investigates when appropriate
- Implements strategic and operational plans to achieve positive community outcomes, and tracks and reports performance measures
- Partners with City Asset Management staff to develop, maintain, and repair facilities and equipment, ensuring reliable performance and supporting positive community outcomes
- Ensures Tulsa Animal Services staff understands and complies with internal policies and procedures, City policies and procedures, and applicable local, state, and federal laws
- Prepares and presents reports and briefs to Director, City Council, Authorities, Boards, and Commission meetings as assigned
- 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 one of the following criteria:

1. a) Completion of one-hundred twenty (120) hours from an accredited college or university; **and,**
b) Four (4) years' experience relevant to the essential tasks listed in this job description; **including,**



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- c) Two (2) years of management or supervisory experience
- 2.
- a) Completion of sixty (60) hours from an accredited college or university; **including,**
 - b) Six (6) years' experience relevant to the essential tasks listed in this job description, **including;**
 - c) Two (2) years of management or supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Basic biology and animal physiology
- Emergency response and disaster protocols relating to animal welfare shelters
- Good knowledge of the guidelines for standard of care in animal shelters
- Good knowledge of local, state, and federal laws and regulations relating to the management of a municipal animal shelter and animal control organization

Ability to:

- Exercise independent judgement in high-stakes, time sensitive situations including rapid response scenarios
- Plan, direct, train and evaluate the work of staff
- Analyze, recommend, and implement changes and strategic plans
- Communicate well both verbally and in writing with diverse groups of individuals
- Maintain confidentiality
- Supervise the maintenance of various complex records and prepare reports

Skilled in:

- Handling difficult situations calmly and professionally
- Organizing, compiling, and recording data
- Critical thinking, problem solving and time management

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing and pulling up to 100 pounds or more, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; frequent standing, reaching, climbing, balancing, bending, and smelling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Possession of Certified Animal Euthanasia Technician License from the Oklahoma Veterinary Board of Medical Examiners or the ability to obtain licensure within six (6) months of hire



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- c) Possession of Oklahoma Bureau of Narcotics and Dangerous Drugs and Drug Enforcement Administration licenses the or ability to obtain licensure within six (6) months of hire
- d) Certified Animal Control Officer Level I and II through National Animal Care and Control Association within 12 months of hire
- e) Complete Animal Cruelty Investigator Level I, II, and III through the University of Missouri within 18 months of hire or similar training approved by management
- f) Certificate of Completion of Best Friends Executive Leadership Certification or similar animal services executive leadership course *preferred*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather. May be exposed to the following; animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and high noises.

EEO Code: E-02

Group: Public Safety

Series: Public Safety Technical