

The Animal Services Division of the Department of Agriculture is actively recruiting for a Livestock Services Program Manager to supervise our law enforcement and field staff. The position will handle the daily oversight of all law enforcement staff, livestock inspectors, and deputy livestock inspectors. **THIS POSITION REQUIRES THE SUCCESSFUL CANDIDATED TO BE AZPOST CERTIFIED.**

Job Summary

The successful candidate will handle performance reviews of supervised personnel; be responsible for asset management and inventory control (e.g. vehicle use, weapons management etc.); interface with other law enforcement agencies around the state, including emergency management personnel via CART/SART (County/State Animal Response Teams); interface with the public on animal welfare matters; interpretation of Arizona Revised Statutes and Arizona Administrative Codes. Grant writing/seek continued funding sources.

Coordinate Arizona Peace Officer Standards and Training mandated annual training for the law enforcement officers, and other required training in conjunction with Office of Special Investigations (OSI) personnel; responsible for developing and maintaining a policy manual and performance metrics; responsible for training newly hired personnel. Will be required to assist in court proceedings; investigations and interviews. You will be required to facilitate multi-jurisdictional cooperation with numerous government agencies. Will maintain a confidential working relationship with the Associate Director, State Veterinarian, and Budget Development Specialist.

The primary duty post for this position will be located in the Phoenix office, however, you will need to work in the field when the need arises (e.g. livestock inspections, auction check-ins, field staff ride along).

DRIVING REQUIREMENT: In-state travel is required. An acceptable driving record for the last 39 months is required including no DUI, suspensions or revocations, and less than 8 points on your license. Job offer is contingent upon candidate providing a motor vehicle report, at their expense, 1 week after job offer. Employees who drive on state business must complete any required driving training (see Arizona Administrative Code R2-10-207.12). If applicable, Employees who use their own transportation will maintain valid motor vehicle insurance and current Arizona vehicle registration; mileage will be reimbursed if required to use own transportation.

The successful candidate will demonstrate the following:

Knowledge of:

- Federal/State laws, rules, regulations, policies, procedures and practices
- Livestock husbandry
- Zoonotic and Foreign Animal Disease Surveillance
- Emergency Management planning/development
- Cooperative Agreements
- Investigation techniques
- Computer and communication technology
- Strategic Planning and best practices

Skills in:

- Written/Verbal communications
- Grant writing/seek continued funding sources
- Creating training materials/training
- Drive truck/trailer
- Use of computer and software programs
- Establishing and maintaining effective interpersonal working relationships

- Effective listening
- Maintaining confidential working relationships
- Decision making; time management/delegation
- Motivating, coaching and evaluating performance

Ability to:

- Think analytically and solve problems
- Manage and lead effectively
- Communicate with various external/internal customers
- Outreach to partners/stakeholders
- Listen and understand information being read and or provided
- Clearly understand/relate information essential to getting the job done and/or meeting goals
- Tactful use of written/verbal communication
- Remain calm and even tempered under demanding working conditions
- Prioritize work assignments for self/and or staff
- Training and coaching

A pre-employment physical and background investigation is required for this position.

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

Selective Preference:

Bachelor's Degree in Criminal Justice or related subject
 Previous experience in a managerial role
 Livestock knowledge.

BENEFITS:

We offer a comprehensive benefit package that includes sick leave, annual leave and 10 holidays per year; health and dental insurance; life insurance, retirement plan and long term disability. Optional employee benefits include short-term disability, supplemental life insurance and deferred compensation.

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS). **ASRS is a mandatory condition of employment for all employees who meet the eligibility and membership criteria defined in statute. Current contribution rate is 11.60%.**

Enrollment eligibility will become effective after 27 weeks of employment.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting the Human Resources Department at (602)542-4315. Request should be made as early as possible to allow time to arrange the accommodation.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

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