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Animal Care Field Services Manager

JOB CODE	JOB FAMILY	PROFILE
JCM302	**Animal Care Services**	**Animal Care Field Services Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Animal Care Field Services Manager oversees all personnel and functions of the field services section and enforces animal codes. Coordinates with other departments, external agencies, and the public. Ensures compliance with state and local statutes related to animal protection and welfare. Supervises employees, including hiring, training, performance assessment, coaching, disciplinary actions, and terminations. Manages union-represented employees.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the daily operations of the Field Services Section, including supervision of personnel, staffing, hiring, training, work assignments, performance evaluations, and disciplinary actions.
- Implements progressive programs related to the humane care, treatment, and control of animals. Assists staff with skill development in advanced investigations, evidence handling, and humane animal care.
- Recommends updates to the Bernalillo County Animal Code.
- Collaborates with union representatives to approve policy and procedural changes.
- Works with the County Attorney, BCSO, APD, District Attorney, and social service agencies to ensure code compliance and achieve the best outcomes for people and animals.
- Develops, recommends, and implements priorities, policies, procedures, and both long- and short-term goals related to animal protection, enforcement, and community services.

- Participates in developing, justifying, and managing the section's annual operating budget; provides data and assists in forecasting resource needs; monitors and approves expenditures.
- Evaluates records and reports for accuracy and compliance with relevant laws and guidelines; ensures quality and completeness.
- Reviews incident reports and approves criminal complaints; ensures timely and accurate documentation and tracks court proceedings and outcomes.
- Responds to and resolves complaints related to field services and provides information for IPRA requests.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Veterinarian Technology, Animal Science, Life Science, Business Administration, Public Administration, Criminal Justice, or related field.
- Six (6) years of experience in an animal care facility performing animal training, animal behavior/behavior modification, animal home placement, animal care protection, or related field.
- Two (2) years in a supervisory role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Possession of a valid Euthanasia Technician license issued by the New Mexico Board of Veterinary Medicine, if performing euthanasia.
- Authorization from the Animal Care Director before performing any euthanasia-related tasks.

WORKING CONDITIONS

- Duties are primarily performed indoors, with some responsibilities conducted outdoors during field operations or investigations. County vehicles may be used for outdoor duties.
- Indoor environments are temperature controlled.
- Outdoor work involves exposure to varying weather conditions.
- Indoor work occurs in office settings or vehicles with carpeted or tiled floors.
- Outdoor surfaces may be even or uneven, dry or wet. Duties may involve navigating stairs, natural terrain, asphalt, concrete, snow, ice, or mud.
- Potential work hazards include driving, using stairs, and exposure to extreme weather or hazardous road conditions.
- Exposure to animals, including aggressive animal bites, disease, odors, dander, animal waste, and cleaning chemicals are possible.
- Work may be performed independently or as part of a specialized team.
- Intermittent noise or vibrations may occur, especially when driving on unpaved roads.
- On-call duties may be required as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Office equipment includes a computer, multi-line phone, two-way radio, fax machine, copier, and printer.
- Administrative work involves handling various forms, documents, writing instruments, and other standard office supplies.
- Field duties may require tools such as nets, ropes, leashes, snares, snake tongs, humane traps, tranquilizer guns, ladders, horse trailers, or other animal control equipment.
- While conducting field operations, the manager wears a uniform, badge, and ballistic vest.
- Operates a county vehicle as needed for field operations.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.