



City of Cedar Rapids Animal Control Manager

SALARY	\$35.88 - \$50.22 Hourly \$74,630.40 - \$104,457.60 Annually	LOCATION	Cedar Rapids, IA
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
DEPARTMENT	City Manager	DIVISION	Animal Control
OPENING DATE	08/25/2025	CLOSING DATE	9/7/2025 11:59 PM Central
FLSA	Exempt	BARGAINING UNIT	NON_BARGAINING

The City of Cedar Rapids is looking for an Animal Control Manager to lead the City's Animal Control Program. The ideal candidate will be highly skilled in leadership, communication, problem-solving, and decision-making. Candidates should also have an in-depth understanding of animal behavior and welfare. If you possess these skills and have a passion for animal welfare combined with managerial expertise, then apply today!

About our Organization

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

About our Community

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. [Cedar Rapids - Why you should live here!](#)

About this Opportunity

Manages City's Animal Control programs, services and activities. Oversees daily shelter operations and personnel activities. Monitors animal control field operations.

The City of Cedar Rapids does not offer sponsorship for employment authorization.

Job Duties and Responsibilities

- Manages the daily operations of the shelter, animal care, facility maintenance, and disinfection. Maintains working relationship with local veterinarians.
- Manages and coordinates animal control operations and field services. Ensures personnel remain current with continuing education programs and certification.
- Manages the strategic planning, policy development, and data collection and reporting activities of the division.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Represents Animal Control at City functions and meetings. Interfaces with other community groups as required. Provides educations, prevention, and consultations for animal control to schools and organizations within the community.
- Manages the division's budget. Monitors and reports variances in revenues and expenses in relation to annual budget. Monitors program and project purchasing recommendations.
- Develops, coordinates, and manages community outreach efforts, including fundraisers with local businesses, adoption weekends at local pet partners, and shelter tours.
- Researches and responds to public inquiries concerning division activities and policies. Serves as division spokesperson and news media liaison.
- Performs related work as required.

Required Education and Experience

- Bachelor's degree from an accredited college or university in Animal Science, Office Management, or related field and
- Three to five years of experience of office management, animal sheltering, and customer service or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations

Required Licenses or Certifications

- Valid Iowa driver's license
- Euthanasia certification
- Must be able to obtain National Crime Information Center (NCIC) certification within six months from date of hire
- Must successfully complete NCIC background check

Work Schedule

- Monday - Friday 8:00am to 5:00pm

Benefits

We offer benefits and beyond for our employees and their families!

- Multiple health insurance plans administered by Wellmark Blue Cross and Blue Shield with low employee premiums, deductibles, and co-insurance (view our benefits summaries for more information: [Choice Plan \(Download PDF reader\)](#) and [Traditional Plan \(Download PDF reader\)](#))
- Expansive Wellness Program and low cost onsite exercise facilities
- Dental Insurance with Delta Dental of Iowa
- 100% city paid basic life insurance
- Other voluntary benefits offered including vision, long-term disability, and supplemental life insurance
- IPERS Retirement - Iowa Public Employees Retirement System, with contributions of 6.29% employee/ 9.44% City ([IPERS](#)). ([Download PDF reader](#)).
- Deferred Compensation (IRS Section 457) retirement programs
- Generous paid time off AND 11 paid holidays per year
- Paid Parental Leave program with 4 weeks of paid time off
- Annual salary increases, AND an annual across-the-board increase (determined by available budget)

- Longevity Pay for years of service
- Educational assistance up to \$3,000 per year
- A culture that is supportive and committed to professional development opportunities
- Public Service Loan Forgiveness – Employees may qualify for the PSLF program which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. [See more information here](#)

Equal Opportunity/Affirmative Action Statement

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

Applicants with Disabilities

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at hr@cedar-rapids.org.

Employer

City of Cedar Rapids

Address

101 1st Street SE

Cedar Rapids, Iowa, 52401

Phone

319-286-5111

319-286-5019

Website

<http://www.cedar-rapids.org/>

Animal Control Manager Supplemental Questionnaire

*QUESTION 1

Which selection below best describe your Education level

- ☐ No High School Diploma or GED
- ☐ High school Diploma or GED
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Master's Degree

*QUESTION 2

How many years of experience do you have with Office Management, Animal Sheltering, and Customer Service

- ☐ 0-2 years

- ☐ 3-5 years
- ☐ More than 6 years of experience

***QUESTION 3**

Please share your animal control experience and reason's why your interested in this position.

***QUESTION 4**

Are you currently euthanasia certified?

- ☐ Yes
- ☐ No

***QUESTION 5**

What experience do you have with writing or drafting legislation or ordinances related to animal care and control issues.

***QUESTION 6**

In your opinion, what are the necessary elements for an effective and enforceable Dangerous Animal Ordinance?

***QUESTION 7**

How would you balance the rights of animal owners vs. public safety?

***QUESTION 8**

Describe your experience working with and/or managing bargaining unit employees.

***QUESTION 9**

Do you have a valid driver's license?

- ☐ Yes
- ☐ No

***QUESTION 10**

Are you able to obtain National Crime Information Center (NCIC) certification within six months of hire?

- ☐ Yes
- ☐ No
- ☐ Already have my National Crime Information Center (NCIC) Certificate

*** Required Question**