



EXECUTIVE DIRECTOR

Animal Services Center of the Mesilla Valley (ASCMV)





About the Animal Services Center of the Mesilla Valley (ASCMV)

The Animal Services Center of the Mesilla Valley (ASCMV) was established in 2008 through a joint powers agreement between the City of Las Cruces and Doña Ana County, NM. This partnership provides a shared structure for funding, operating, and maintaining the region's municipal animal shelter and related services.

The ASCMV is overseen by a Board of Directors made up of representatives from both the Las Cruces City Council and the Doña Ana County Commission, as well as appointed public members and ex-officio representatives from city and county leadership. The City of Las Cruces serves as the fiscal agent, while the Executive Director leads day-to-day operations through a team of public employees.

As the only open-admission shelter serving both the City and County, ASCMV handles an exceptionally high volume of animals. However, it remains a progressive, community-focused organization committed to reuniting lost pets with their families and placing adoptable animals into loving homes.

ASCMV Mission

Our mission at the ASCMV is to provide safe shelter for all lost, mistreated, and abandoned animals of the Mesilla Valley and surrounding communities. The ASCMV utilizes all avenues available to it in placing each animal into a safe, loving, and permanent home whenever possible. We strive to meet the highest standards of humane animal care and husbandry, and to promote responsible pet ownership through public education and outreach.

The Position

The Executive Director of the ASCMV provides strategic leadership and day-to-day management of the region's only open-admission municipal animal shelter. Reporting to the ASCMV Board, the Executive Director is responsible for setting and implementing shelter policies, overseeing staff and resources, and ensuring compliance with City, County, State, and Federal regulations.

This high-impact role leads the development and execution of long- and short-term plans, program goals, and performance metrics that improve animal care outcomes and operational efficiency. The Executive Director serves as the public face of the organization, working closely with community stakeholders, volunteers, elected officials, and partner agencies to promote collaboration, education, and responsible pet ownership across the region.

Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university in Business, Public Administration, or related field and five (5) years experience managing animal shelter, care, or advocacy programs or operations, including two (2) years supervisory/management experience. A combination of education, experience, and training may be applied in accordance with ASCMV policy.

Licenses/Certification(s):

A valid driver's license is required; this position requires an acceptable driving record in accordance with ASCMV policy.



Duties and Responsibilities

- Develops and implements ASCMV strategies and tactical goals to meet strategic plans and objectives; reviews and approves complex solutions for animal sheltering and care issues; reviews strategies and determines resource requirements and program goals and deliverables; determines scope and priorities of projects; develops programs and policies to support present and future needs.
- Provides leadership, direction, and guidance to operations; evaluates and analyzes issues, and recommends and implements solutions; identifies and monitors long and short range goals and objectives; manages shelter performance and productivity; directs the continuous improvement of the work products; assures the overall integrity of the support and functionality of the shelter services; develops, evaluates and manages overall budgets; maintains current and accurate financial and resource information on shelter operations.
- Manages and coordinates assigned staff; develops goals and priorities, assigns tasks and projects; develops staff skills and training plans; counsels, trains and coaches professional, administrative and technical staff; responds to complaints about employees, volunteers and facility procedures; assists customer service representatives when dealing with difficult situations and resolves problems of a unique and/or sensitive nature; responds to community concerns regarding animal issues; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in program management, technical strategies and priorities; reviews and approves status reports prepared by Department personnel and directs schedule and plan modifications.
- Develops, implements and monitors department budget, approves budget expenditures; prepares and reviews operational analyses of program costs, revenue streams, fees, fundraising and revenue enhancement opportunities; prepares and presents various special and recurring reports.
- Monitors regional and national animal care and sheltering program trends; recommends operational improvements; interprets user concerns, defines desired results, develops solutions, and recommends direction of new strategies; directs long range planning for animal shelter program development; addresses growth and quality of care issues; assures effective communications with City and County executive management and other departments; assures compliance with state and Federal policy and regulations.
- Manages, allocates, and coordinates numerous internal and external resources; represents the shelter as the chief spokesperson; assures effective communication of issues and strategies between animal shelter and City and County management team; serves as animal shelter advisor and liaison between the City and various regional organizations, state and Federal agencies; participates in meetings with government officials, civic organizations, and community groups.

Knowledge, Skills, and Abilities

- *Knowledge of:* Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, strategic planning and effective employee supervision; principles, practices and procedures of animal care and sheltering activities; Federal, State and local laws, rules and regulations affecting animal shelter programs; business and personal computers and standard software applications; City organization, operations, policies and procedures.
- *Ability to:* Assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal and written forms; establish and maintain effective working relations with employees, officials, other agencies and the general public.
- *Skills in:* Analyzing animal care and sheltering issues, evaluating alternatives, and making logical recommendations based on findings; presenting and defending animal sheltering program information in a public speaking setting such as neighborhood meetings and public hearings; prioritizing ASCMV programs to meet the City and County's community service strategies; developing and implementing long-range plans and procedures for cost effective management of allocated resources; effectively managing and leading staff; delegating tasks and authority; interpreting qualitative and quantitative instructions and analyzing complex variables; using initiative and independent judgment within established procedural guidelines.





The Ideal Candidate

The ideal candidate should be a strategic and compassionate leader with deep experience in animal sheltering and a strong understanding of best practices in animal welfare. They should bring a proven ability to manage high-volume operations, develop and implement policies, and build effective partnerships across agencies and communities.

The ideal candidate should be a skilled communicator who can advocate for the ASCMV's mission while navigating the complexities of local government, public expectations, and limited resources. Experience managing staff, budgets, and regulatory compliance in a municipal or nonprofit environment will be essential.

Above all, the ideal candidate must be a collaborative leader and problem-solver who leads with integrity, fosters a culture of accountability and care, and is committed to continuous improvement in both animal and community outcomes.

Salary

The ASCMV is offering a salary between \$117,589 – 172,224, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: ASCMVED

Affion Public
PO Box 794
Hershey, PA 17033
717-214-4922
www.affionpublic.com



 [Animal Services Center of the Mesilla Valley](#)

 [Animal Services Center of the Mesilla Valley](#)

