


Department of Chicago Animal Care and Control	General Order: #003
Subject: Deputy Director / Responsibilities	Date Issued: May 14, 2019 Manager's Approval 

The DEPUTY DIRECTOR of the City of Chicago Department of Animal Care and Control shall be responsible to the Executive Director. He/She shall be responsible for the operations of the department and perform related duties as required.

1. GENERAL RESPONSIBILITIES

- A. Named acting Executive Director during the absence of the Executive Director.
- B. Formulates, coordinates and implements new department program initiatives and directives.
- C. Analyzes and evaluates operating procedures and polices and makes recommendations for improvement and ensures implementation of the same.
- D. Reviews, monitors and evaluates progress made in attaining established department goals.
- E. Oversees the management of the department's administrative, shelter, medical and field functions.
- F. Oversees the direct supervision of the Staff Assistant.
- G. Recommends the selection, placement, promotion and discipline of subordinates.
- H. Represents the Executive Director at meetings and conferences with city departments and other appropriate agencies.
- I. Acts as the department's Public Information Officer in absence of the Executive Director.
- J. Acts as the department's Information Technology coordinator or oversees designee.