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.