



Animal Care Services
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County of Mendocino
Animal Care Services-Recruitment Request
BOS Meeting 4.7.2026

To: Board of Supervisors
From: Amy Campbell, Shelter Director

Animal Care Services is requesting authorization to recruit for one full-time Animal Facility Attendant to fill a recent vacancy, and one Extra-Help Animal Facility Attendant to support seasonal and emergency staffing needs. Both positions are fully budgeted in the FY 2025-26 Adopted Budget.

The total adopted budget for Animal Care Services is \$1,298,845. Salaries and benefits account for \$1,365,586 of the total budget. Despite this, we are currently projected to end the fiscal year under budget by approximately \$22,000 across all Animal Care Services budget units. Filling these positions will remain within the approved budget authority.

The full-time Animal Facility Attendant position is essential to maintain daily operations following a recent vacancy. This role provides core animal care, cleaning, sanitizing, and support for both dog and cat housing areas.

The Extra-Help Animal Facility Attendant position has remained unfilled for most of FY 2025-26 due to lower cat population during the winter months. However, as we approach kitten season, staffing demands will increase significantly. Extra-Help coverage is critical to ensure consistent, high-quality care for animals, proper cleaning and sanitizing of kennels and cat cages, coverage during staff absences, vacations, and high-intake periods.

Animal Care Services must maintain staffing levels that allow us to respond immediately to hoarding or neglect cases, animal abuse or cruelty investigation, natural disasters such as fires, sudden increases in shelter population from law enforcement activity or community emergencies.

These events can occur without warning. Being fully staffed ensures that both existing shelter animals and incoming animals receive proper care, housing, and medical attention.

Both positions are included in the adopted budget, and filling them is essential to maintaining safe, humane, and compliant shelter operations.