

Item Title: Authorize the Establishment of One Full Time Operations Director to Support Animal Center Operations

Specific Action Requested:

That the Board of Commissioners authorizes and establishes 1.00 full-time equivalent Animal Center Operations Director in the Animal Center Division of Environmental Services.

Item Summary:

Purpose: In accordance with the North Carolina Local Government Budget and Fiscal Control Act, the Board of Commissioners must approve all authorized full-time equivalent (FTE) positions in accordance with the County's Personnel Ordinance.

Background: County staff and an Animal Center consultant have analyzed the current staffing and workload and determined an additional management position is needed at this time. This position will manage day-to-day operations, including customer service, fostering services, volunteer management, and facility management, and other administrative tasks. The addition of this position will allow the Medical Director to focus on animal medical care and Animal Control services.

Strategic Plan: This action supports Foundations for Service Goal 3: By 2029, 10% more residents will agree that Wake County provides high-quality, fair, and equitable services.

Fiscal Impact: This request increases the authorized full-time equivalent positions by 1.00 FTE within the Animal Center division. Partial year costs for FY 2026 total \$74,000 and will be accommodated in the current Environmental Services budget using an offset of identified lapsed salary savings. In FY 2027, the full estimated annual cost is \$185,000 and will be included as part of the annual budget development process.

Additional Information:

Given the current demand and workload at the center, the County Manager recommends creating this position before finalizing the next recommended budget.

Attachments:

1. FY2026 – Personnel Ordinance Memo