



**FEBRUARY 2023**  
**FLSA: EXEMPT**  
**Bargaining Unit: UD**  
**JCN: 1238**

## **AIR POLLUTION CONTROL OFFICER**

### **DEFINITION**

Plans, organizes, manages, and provides direction and oversight for all functions and activities of the County's Air Quality Management District, formulates District policies, goals, and directives; coordinates assigned activities with County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Chief Administrative Officer, County departments, and Board of Supervisors in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Board of Directors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is an at-will District head position appointed by the Board of Directors and evaluated by the Board of Directors. Under a delegation of authority from the Board of Directors, this class is responsible for the coordination and direction of the County's Air Quality Management District. The incumbent is responsible for overall policy development, fiscal management, administration, and operation of the Air District. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing District planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Assumes full management responsibility for all programs, services, and activities of the County's Air Quality Management District.
- Develops and directs the development and implementation of goals, objectives, work standards, District policies, and procedures; prepares and administers the District budget.
- Plans, organizes, and directs a comprehensive air quality management plan update; ensures the implementation of regulations and guidelines contained within the plan.
- Works closely with and advises the Governing Board, Hearing Board, specified committees, County staff, the public, and other agencies to implement effective air quality management programs and to ensure compliance with air quality laws, rules, and regulations.
- Reviews and authorizes personnel actions; evaluates the work of subordinate personnel; reviews progress reports and confers with staff to define and solve problems.
- Confers with other air district's Air Pollution Control Officers in the region and state to discuss implementation of existing requirements and to discuss and respond to developing legislation.
- Interprets, analyzes, and defends District policies, procedures, and programs.
- Develops requests for proposals and contract agreements to implement contract and grant-funded programs.

- Reviews new or proposed legislation and regulations and determines effect on existing or proposed programs; coordinates new laws and regulations into existing County plans, permitting procedures, rules, and regulations.
- Coordinates the preparation and presentation of a wide variety of reports to the Chief Administrative Officer and Board of Directors, the public, and other agencies.
- Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation on a District wide basis.
- Represents the District in varied situations with various groups and agencies, both inside and outside the District.
- Represents the District in various negotiations with other governmental agencies, industrial sources, and consultants regarding funding, program development, fines, permits, variance conditions, contracts, and local County regulations; coordinates air pollution matters among the cities within the County.
- Directs the development and administration of the comprehensive annual budget for District operations.
- Directs the maintenance of complete and accurate records; directs the preparation and dissemination of reports, informational material, and other written material.
- Represents the District before the media, other agencies, and the public.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Advanced principles, practices, and program areas related to air quality management.
- Advanced social, political, and environmental issues influencing air quality management programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to air pollution control.
- The functions and obligations of an elected Board of Directors.
- Principles and practices of effective public relations and legislative advocacy.
- Principles and practices of contracts, procurement and budget development, administration, and accountability.
- Current developments, literature, and sources of information regarding air quality management activities.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Provide administrative, management, and professional leadership for the air pollution program.

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Research various air pollution information sources and implement best practices.
- Make effective public presentations.
- Effectively represent the District and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform various work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities qualify; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university in an environmental, physical, or biological science; engineering; business or public administration; or a related field and five (5) years of experience performing professional air pollution control enforcement duties, preferably with a public agency or a governmental air district, including two (2) years of responsible supervisory or management experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex

information, compose complex responses, interact with others, and present information and reports. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing District policies and procedures.

### **WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.