

AIR POLLUTION CONTROL OFFICER

DEFINITION

Under policy direction of the Air Quality Management District Board, organizes, coordinates, and directs through management staff all District functions and activities, provides policy guidance and strategies regarding air quality management; fosters cooperative working relationship with the Board, District staff, industry, the public, and other agencies; assesses District needs and ensures adequate legal, financial, political and technical resources are available to attain and maintain State and federal ambient air quality standards in El Dorado County.

DISTINGUISHING CHARACTERISTICS

This single position "at-will" class serves at the discretion of the Governing Board. The incumbent has overall responsibility for policy development, administration, financial management, enforcement, permit, technical planning, rule development, and public information functions of the El Dorado County Air Quality Management District. The incumbent is responsible for accomplishing all District goals in an effective, cost containing, and efficient manner.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and directs, through subordinate staff, all functions and activities of the District;
- Directs the development and implementation of goals, objectives, policies, procedures, and work standards for the District.
- Directs the development of 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, the Hearing Board, specified committees, District staff, industry, 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.
- Interprets, analyzes and defends District policies, procedures and programs.
- Reviews new or proposed legislation and regulations and determines effect on existing or proposed programs; coordinates new law and regulations into existing District plans, permitting procedures, rules and regulations.
- Coordinates the preparation and presentation of a wide variety of reports to the Board, 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 situation with various groups and agencies both inside and outside of 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 District regulations; coordinates air pollution matters among the cities within the District.
- 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 materials, and other written items.
- Represents the District before the media, other agencies, and the public.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- o Principles, practices, and program areas related to air quality management.
- o Administration principles and methods, including goal setting, program and budget development and implementation and personnel management.
- o Social political, and environmental issues influencing air quality management programs.
- o Applicable state and federal laws, rules, and regulations.
- o The functions and obligations of an elected Board.
- o Principles and practices of effective public relations and legislative advocacy.
- o Current developments, literature and sources of information regarding air quality management activities.

Skill in:

- o Planning, organizing, coordinating, directing, reviewing, and evaluating air quality management programs and activities.
- o Selecting, motivating, and evaluating staff and providing for their training and professional development.
- o Developing and implementing goals, objectives, policies, procedures, work standards, and internal controls.
- o Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- o Interpreting, explaining and applying District rules and regulations, and state and federal laws.
- o Representing the District effectively in contacts with the public, industry and other agencies.
- o Communicating effectively in a public forum.
- o Establishing and maintaining effective relationships with staff, governmental, industrial and public groups concerned with air pollution control programs.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be able to attend evening meetings.

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in an environmental science, physical or biological sciences, engineering, business or public administration or a related field and four years of experience managing an air quality program and related technical support programs and activities, preferably with a public agency.