



## GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

157 Short Street, Bishop, California 93514-3537

Tel: 760-872-8211 [www.gbuapcd.org](http://www.gbuapcd.org)

# Administrative Services Officer

**FLSA Classification**

Exempt

**Salary Range**

Range 82

(\$9,523-\$12,156/month DOE)

**Bargaining Unit**

Non-Represented, Confidential

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Under administrative direction of the Air Pollution Control Officer (APCO), plans, organizes, and manages the administrative services for the District, including leading and overseeing all financial and human resources activities of the agency including budgeting, accounting, and human resources. The position is also responsible for contract management, purchasing, grant and special funding management, safety, risk management, legal compliance, benefit administration, facilities management services, and other related work as required.

This is a management classification that aids the Air Pollution Control Officer (APCO) in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, all District functions and activities, including the role of the Governing Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include supervising and overseeing the complex and varied function of the administrative division, as well as coordinating the activities of the division with other divisions and outside agencies. The incumbent is accountable for accomplishing divisional planning, operational goals, and objectives and for furthering District goals and objectives within general policy guidelines.

For a complete job description and instructions on how to apply, please visit [www.gbuapcd.org/employment](http://www.gbuapcd.org/employment) or <https://gbuapcd.bamboohr.com/careers> .

Desired start date for the position is May 2024. The position and announcement will remain open until filled.