

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

Air Pollution Control Officer/Executive Officer

Definition

Under policy direction of the Regional Governing Board of the District, the Air Pollution Control Officer plans, organizes, coordinates and directs through management and supervisory staff, all District functions and activities. As the Chief Executive Officer, the incumbent provides policy guidance, development and strategy recommendations regarding air quality management to the Governing Board or legislative body of the District; and fosters cooperative working relationships with the Governing Board and Hearing Board or quasi-judicial body of the District. Promotes positive, effective responsive working relationships with District staff, industry representatives, the public and other agencies. Assesses District needs and assures adequate legal, financial, political and technical resources are available to attain and maintain State and Federal ambient air quality standards in the counties of Alpine, Mono and Inyo. Carries out the duties required by law, especially Sections 40752 and 40753 of the California Health and Safety code. Performs other related duties as required.

Distinguishing Characteristics

This position has overall responsibility for policy development, administration, financial management, enforcement, permit, technical, planning and public information functions of the District. The incumbent is responsible for accomplishing all District goals and objectives in an effective and efficient manner. This includes challenges unique to this District and position, such as the air pollution issues at Owens and Mono Lakes and the large, sparsely populated nature of the District.

Examples of Principle Duties

(The following is used as a partial description and is not restrictive to duties required)

Plans, organizes, coordinates and directs all functions and activities of the District through subordinate management and supervisory staff. Oversees all administrative activities including formulation and administration of a comprehensive annual budget for the District; monitors and controls District expenditures; develops and implements management systems, procedures, and application of standards for program evaluation on a District-wide basis; and maintains complete accurate records;

Directs District recruitment, interviewing, selection, hiring decisions, performance evaluation process, and all disciplinary actions. Provides timely updates to the Governing Board regarding potential organization changes, staffing changes and their related budget implications. Reviews and authorizes personnel actions. Directs and participates in research projects; participates in the design of testing protocol and interpretation of results; directs CEQA work. Oversees preparation of board agendas, packets, and required official public notices.

Directs development of comprehensive air quality management plans and updates as required; ensures implementation and enforcement of regulations and guidelines contained within such plans. Directs and participates in the development and implementation of District goals, objectives, policies, procedures and work standards for the District. Serves as staff to the Governing Board in recommending and developing annual and multi-year goals and objectives in accordance with Federal and State air quality regulations and requirements.

Reviews new and proposed legislation and regulations and determines potential effect and requirements of the proposed programs; coordinates and incorporates requirements of new federal and state laws and regulations with existing District plans, permitting procedures, rules and regulations. Advises Governing board in a timely manner regarding discretionary policy issues. Directs the preparations and dissemination of reports, informational materials, and other written documents and presentations.

Represents the District in various dealings with other governmental agencies, permittees, potential permittees, and the public regarding rule and permit enforcement, fines, fees, permits, variances, and local district regulations; and coordinates air quality matters with the public and government agencies within the District.

Represents the District before the media, other agencies and the public; acts as expert witness in court; lobbies State and Federal legislators under direct guidance from the governing Board; provides reports and testimony as required by the Grand Jury. Works with District Counsel and other attorney consultants on current and potential litigation.

Employment Standards

Education and Experience:

Graduation from a college or university with a Master's degree in science or engineering; five (5) years experience managing a scientific or engineering program, preferably in air quality or two (2) years as a Deputy Air Pollution Control Officer; five (5) years experience in a responsible position with a governmental regulatory agency, establishing and maintaining on behalf of the regulatory agency positive and effective working relationships with regulated sources, including large governmental organizations, such as those subject to air pollution control district regulations in California; or any combination of training and/or experience that could likely provide the desired knowledge and skills.

Knowledge:

Air quality programs and regulations; principles, practices and research methods related to the analysis and control of air pollution; social, political and environmental issues influencing air quality management programs; applicable federal and state laws, rules and regulations; principles and practices of effective public relations and legislative advocacy; current developments, literature and sources of information regarding air quality management activities; principles and practices of organization, management, governmental budgeting and human resource administration; planning practices and techniques; functions and obligations of an elected board.

Skills:

Planning, organizing, coordinating, and directing air quality management program activities; interviewing, appointing, motivating, and evaluating staff and providing relevant training and professional development; developing and implementing goals, objectives, policies, procedures, work standards, and internal controls; analyzing complex technical and administrative problems, evaluating alternative solutions, and implementing effective courses of action; interpreting, explaining, and applying District rules and regulations and state and federal laws; representing the District effectively in a public forum; promoting cooperative relationships with governmental, industrial, and public groups concerned with air pollution control programs; preparing clear and concise reports, correspondence, and other written materials; and exercising sound independent judgment within policy and legal guidelines.

Physical Demands and Working Conditions

This is both an office job requiring daily use of a computer and video terminal, as well as an occasional field job requiring travel to remote sites and off-road vehicle travel. Travel is mainly by automobile, but may on occasion be by all-terrain vehicle. Physical demands include occasional lifting up to ten (10) pounds, walking, some bending, stooping and squatting. The environment is generally clean with occasional exposure to field conditions with dust, mud, fumes, odors, or noise.

Special Requirements

A valid California driver's license for equipment to be operated.