

To: Members of the YSAQMD Board of Directors

From: Muriel Clemente, Administrative Services Manager

Date: August 10, 2022

Subject: Approve Updated Executive Director, Air Pollution Control Officer (APCO) Job Description

Recommended Action

Approve the updated job description for the Executive Director/APCO.

Background

Section 405 of the administrative Policy states, “The Board shall adopt, and may from time to time amend, the classification plan. A class specification shall be prepared for each class of positions. The APCO may underfill positions as needed, but must have board approval to permanently change a position.”

The Executive Director/APCO job description was created in 1992. Due to the pending recruitment of the position updates were necessary. The Ad Hoc committee met and reviewed the proposed changes and Ron Martinez, District Counsel modified and approved the updated job description.

Budget Impact

None.

Other Agency Involvement

Yolo County Counsel reviewed and approved the updated job description.



AIR POLLUTION CONTROL OFFICER (APCO)/EXECUTIVE DIRECTOR (ED)

DEFINITION/INTRODUCTION

The APCO/ED ~~Under policy direction,~~ shall ~~plans,~~ organizes and directs the overall activities of the Yolo-Solano Air Quality Management District (District); ~~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 the counties of Solano and Yolo; ~~and performs other related duties as required.~~ Encourage and facilitate the provisions of services to District residents and businesses; and foster cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups/stakeholders; and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED/ACCOUNTABILITY

The APCO/ED receives general guidance from and reports directly to the Board of Directors. The Board of Directors consists of a fourteen-panel membership composed of an elected official from the Cities of Davis, Dixon, Rio Vista, Vacaville, West Sacramento, Winters, and Woodland, and four Board of Supervisors from Yolo County and three Board of Supervisors from Solano County.

PRINCIPAL DUTIES

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

- Work closely with and advise the Board of Directors concerning all matters related to air quality management within the District.
- Implement effective air quality management programs and ensure compliance with District air quality laws, rules, and regulations.
- ~~Plans, organizes, and directs District activities;~~ develops goals and objectives for the District; directs the implementation of approved policies and procedures; evaluates programs, procedures and systems for overall effectiveness.
- Represent the District in various negotiations with other governmental agencies, industry stakeholders, and consultants regarding funding, program development, fines, permits, variance conditions, contracts and District regulations.
- Coordinates air quality management concerns among the cities and counties within the District.
- ~~Reviews and authorizes personnel actions; evaluates the work of subordinate supervisory personnel; reviews progress reports and confers with staff to define and solve problems.~~
- Reviews new or proposed legislation and regulations and determines the effect on existing or proposed District programs; coordinates/facilitate changes to existing District plans, procedures, and rules, in response to new legislation and regulations; works with District counsel on actual and potential litigation; lobbies state and federal legislatures on behalf of the District.
- ~~Oversee the preparation of the annual budget.~~
- Represents the District before the media, other agencies and the public.



- Oversee the preparation of the District's annual budget.
- Review and authorize personnel actions; evaluate the work of supervisory personnel; review progress reports, and confer with staff to define and solve administrative problems.

EMPLOYMENT STANDARDS QUALIFICATION GUIDELINES

Graduation from college with a Bachelor's degree in an Environmental science, Science, Engineering, Business Administration, Public Administration, Public Health, —or a related relevant field and five years of experience managing an engineering, monitoring, research or enforcement program in air quality in a leadership role for an organization or department within an organization, which includes experience with a board; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

A master's degree in public administration or business administration is desirable.

Experience in air quality program management is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Air quality programs and regulations; principles, practices and research methods related to the analysis and control of air pollution; principles and practices of organization, management, governmental budgeting, and personnel administration; ~~planning practices and techniques.~~
- Leadership, guidance and support for staffing, public and media relations, administrative effectiveness and efficiencies, and organizational best practices concerning air pollution matters.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Analyze administrative and technical problems and devise solutions; interpret and enforce federal and state air quality regulations; prepare technical reports and presentations; and perform public speaking.
- Demonstrate the ability to harmonize criteria pollutant, air toxics, and greenhouse gas emissions reductions strategies and programs.
- Present technical information clearly, concisely, and in an interesting manner to technical committees, public officials, and the general public.
- Establish short and long-range plans to meet projected service levels

PHYSICAL DEMANDS ABILITIES

Must be able to perform essential functions of the job. Work is performed in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous



substances. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position requires grasping, repetitive hand-eye coordination, and fine-manipulation skills for preparing reports and data using a PC-keyboard, computer mouse, and various office equipment. This position also requires good listening skills and the occasional need to lift, drag and push files, computer reports, or other materials weighing up to 25 pounds. ~~Travel by vehicle is required.~~ This is essentially a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 10 lbs. , walking, some bending, stooping and squatting.

SPECIAL REQUIREMENTS

A valid California driver's license ~~for equipment to be operated~~ to perform essential work functions.

Safety training as required by the District's Safety Program.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

WORKING CONDITIONS

~~Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.~~

FAIR LABOR STANDARDS ACT (FLSA) STATUS

Exempt

Approved: June 1992.

Revised: August 2022



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