



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT
EXECUTIVE DIRECTOR/AIR POLLUTION CONTROL OFFICER

Job Description

INTRODUCTION

The Executive Director/Air Pollution Control Officer (A P C O) shall plan, organize and direct the overall activities of the Yolo-Solano Air Quality Management District (District); assess District needs and ensure 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; encourage and facilitate the provision of services to District residents and businesses; and foster cooperative working relationships with intergovernmental and regulatory agencies and various public and private stakeholders.

ACCOUNTABILITY

The APCO 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 the 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.
- Develop goals and objectives for the District; direct the implementation of approved policies and procedures; evaluate 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.
- Coordinate air quality management concerns among the cities and counties within the District.
- Review new or proposed legislation and regulations and determine the effect on existing or proposed District programs; facilitate changes to existing District plans, procedures, and rules, in response to new legislation and regulations; work with District counsel on actual and potential litigation; lobby state and federal legislatures on behalf of the District.
- Represent 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.

QUALIFICATION GUIDELINES

Graduation from college with a Bachelor's degree in Environmental Science, Engineering, Business Administration, Public Administration, Public Health, or a related relevant field and five years of experience 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. 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 analyzing and controlling air pollution; principles and practices of organization, management, governmental budgeting, and personnel administration.
- 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 reduction 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 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 to prepare reports and data using a keyboard, computer mouse, and 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.

SPECIAL REQUIREMENTS

- A valid California driver's license 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.

FLSA Status: Exempt At-Will

Approved: 06/1992

Revised: 08/2022