



AIR POLLUTION CONTROL OFFICER

DEFINITION

Under policy direction, plans, organizes and directs the overall activities of the 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.

PRINCIPAL DUTIES

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

Plans, organizes, and directs District activities; develops goals and objectives for the District with Board review; directs implementation of policies and procedures; evaluates programs, procedures and systems for overall effectiveness.

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 matters 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 effect on existing or proposed programs; coordinates new law and regulations into existing district plans, permitting procedures, rules and regulations; works with District counsel on actual and potential litigation; lobbies state and federal legislatures.

Oversee the preparation of annual budget.

Represents the District before the media, other agencies and the public.

EMPLOYMENT STANDARDS

Graduation from college with a Bachelor's degree in an environmental science, engineering or a related field and five years of experience managing an engineering, monitoring, research or enforcement program in air quality 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.

Knowledge of:

Air quality programs and regulations; principles, practices and research methods related to the

analysis and control of air pollution; principles and practices or organization, management, governmental budgeting and personnel administration; planning practices and techniques.

Ability to:

Analyze administrative and technical problems and devise solutions; interpret and enforce federal and state air quality regulations; prepare technical reports and presentations; perform public speaking.



PHYSICAL DEMANDS

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.

WORKING CONDITIONS

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

FLSA STATUS

Exempt

June 1992