



## PLANNING AND AIR MONITORING MANAGER

### DEFINITION

Under general direction, manages, coordinates, and participates in the work of the Planning and Air Monitoring Division; oversees the development and maintenance of the District's air quality planning strategies and air monitoring activities; oversees the District's grant programs; evaluates air quality impacts of proposed development projects and District rules and programs in accordance with the California Environmental Quality Act (CEQA); lends expertise and participates with others working on solutions to regional air quality issues; and performs other duties as required.

### SUPERVISION RECEIVED AND EXERCISED

The **Planning and Air Monitoring Manager** receives general direction from the Deputy Air Pollution Control Officer (DAPCO), and exercises general supervision over Planning and Air Monitoring Division staff; and may exercise functional and technical direction to others when assisting the Planning and Air Monitoring Division on projects.

### CLASS CHARACTERISTICS

This is the supervisory level class in the Air Quality Planner series responsible for managing, supervising, coordinating, and participating in the work of all Planning and Air Monitoring staff within the District. This class is distinguished from the classification of DAPCO in that the latter is responsible for the overall management of the Engineering, Compliance, and Planning and Air Monitoring Divisions.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Evaluates, monitors, and coordinates air quality plans; writes various components of the District's air quality plans, including stationary/area source control measures, transportation control measures, and conformity procedures; prepares and supervises technical analysis of transportation control measures, interpretation, and analysis of photochemical modeling results, assist in the preparation of the stationary and area source emission inventory; develops methodologies for estimating emission reductions for transportation control measures.
- Reviews and comments on regional environmental documents; prepares District's environmental reports; assists in the development and implementation of District air quality rules and regulations.
- Reviews, analyzes and makes recommendations regarding legislation.
- Evaluates the effectiveness of current monitoring programs; redirects or modifies programs to adapt to changing environmental conditions and building development; oversees preparation of various reports documenting air quality monitoring activities and statistics.
- Develops and recommends policies and procedures related to District goals and objectives; coordinates with other staff and managers in meeting District goals and objectives.
- Proposes annual budget for planning and air monitoring services; assists in the management of division expenditures to ensure it meets annual budget funding targets.
- Develops and conducts public presentations and workshops for Board and community; acts as District representative on various committees and advisory boards; interacts with outside agencies in evaluating, planning and implementing air pollution control measures; assists in preparation of media information.
- Develops and manages the work plan for the Planning Division; oversees the District's grant and incentive programs.
- Reviews and periodically updates the District's California Environmental Quality Act (CEQA) Air Quality Guidelines and Handbook; prepares CEQA-mandated environmental documents for District's rule development and revision, and programs and permits; submits the required documents to reviewing agencies.
- Reviews and prepares written comment letters on environmental documents, including calculations of air quality impacts, mitigation measures, and required off-site mitigation contributions for projects circulated by other jurisdictions.
- Supervises, schedules, assigns, and reviews the work of subordinate planning and air monitoring staff; interviews and



makes hiring recommendations; participates in the implementation of discipline of subordinates; trains planners and air monitoring technicians in methods and procedures; acts as a resource for technical information for subordinate staff.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* A Bachelor's degree from an accredited college or university with major coursework in planning, environmental sciences or a related field is required for this Position. Three (3) years of planning experience in air quality management and one (1) year of lead or supervisory experience is preferred.

### **Knowledge and Abilities**

Knowledge of:

- Principles and practices of project management and work organization.
- Methods and techniques of supervision, training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Budget techniques and practices; best practices for resource evaluation and budget management.
- Scientific and engineering practices.
- Principles and practices of air quality planning, planning principles, and practices of air pollution control.
- Principles of atmospheric chemistry, California Environmental Quality Act (CEQA), National Environmental Protection Act, transportation and land use planning, atmospheric modeling, emission factors for area and transportation sources, and National and State Ambient Air Quality Standards.
- Applicable federal, state, and local laws, codes, and regulations, including laws regulating air pollution control, air quality, environmental protection, CEQA, real property, public records, and administrative procedures.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Make public presentations.
- Prepare complex technical reports.
- Analyze planning-related problems and recommend solutions.
- Evaluate a wide range of land use projects and determine effects on air quality.
- Prepare environmental documents for District action.
- Calculate air emissions.
- Prepare the Planning Division budget.
- Oversee the District's grant and incentive programs.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.



- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District's needs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

### **PHYSICAL ABILITIES**

Must be able to perform the essential functions of the job. This position requires mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Position also requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The need to lift, carry, and push tools, equipment, and supplies weighing up to 25 pounds with occasional lifting of object over 60 lbs. The nature of the work may also require the incumbent to climb ladders and work at elevated heights, and drive motorized vehicles when visiting businesses or construction sites.

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 - ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas and other vapors. Incumbents may be required to wear personal protective equipment based on established safety policy. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **SPECIAL REQUIREMENTS**

- A valid California "Class C" driver's license for equipment to be operated.
- Safety training as required by the District's Safety Program.

### **FLSA Status: Exempt At-Will**

Approved: May 2008  
Title Change: July 2014  
Revised: December 2016