



**April 2016**  
**FLSA: EXEMPT**

## **AIR POLLUTION CONTROL OFFICER**

### **DEFINITION**

Under policy direction of the Monterey Unified Air Pollution Control District (MBUAPCD) Board of Directors, the Air Pollution Control Officer (APCO) organizes, coordinates, and directs, through supervisory and management staff, all District functions and activities to ensure healthy air quality in Monterey, Santa Cruz, and San Benito Counties; provides policy guidance and strategy regarding air quality management; works with state and federal environmental agencies to contribute to the advancement of effective air policies at a state and national level; fosters cooperative working relationships with the Board, District staff, industry, the public, and other agencies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Board of Directors. Exercises general direction and supervision over the entire District staff through subordinate levels of supervision and management.

### **CLASS CHARACTERISTICS**

This is the executive director classification within administrative management with overall responsibility for policy development, administration, financial management, enforcement, permitting, technical planning, and public information functions of the MBUAPCD. As directed by the Board of Directors, the incumbent is responsible for accomplishing all District goals and objectives in an effective, efficient manner. The APCO directs the work of District divisions including Engineering, Compliance, Planning, and Air Monitoring, through subordinate management. Additionally, the incumbent has direct oversight of the Administrative Services Division.

### **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.*

- Plans, organizes, and directs all District activities; develops goals and objectives for the District with Board review; directs the implementation of policies and procedures.
- Evaluates programs, procedures, and systems for overall effectiveness and makes changes where necessary; reviews progress reports compiled by District divisions and confers with staff and the Board to highlight strengths and to define and solve problems.
- 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; oversees decisions regarding changes to employee pay rates and classifications.
- Evaluates the work of direct reports, providing additional training and guidance as needed.
- Works closely with and advises the Board, the Hearing Board, Advisory Committee, District staff, industry, the public, stakeholders, and other agencies to implement effective air quality management programs to ensure compliance with air quality laws, rules, and regulations.
- Formulates the comprehensive, annual budget for District operations and grant programs; presents draft budget package to the Board for approval and adoption; recommends changes in fees necessary to implement budget proposal; oversees budget policies and monitoring.
- Directs and oversees the employee and labor relations functions of the District; plays an active role in the collective bargaining process.
- Represents the District before the media, other agencies, and the public.
- Establishes positive working relationships with representatives of community organizations and stakeholders, state/local/federal agencies, District management and staff, union representatives, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **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.
- Technical and strategic planning practices and techniques.
- Methods and techniques of personnel supervision, training and motivation.
- Applicable federal, state, and local laws, codes, and regulations.
- 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.
- Public health impact associated with exposure to air pollution.
- Techniques in effective public speaking and oral communication.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Plan, organize, coordinate, and direct air quality management programs and activities.
- Provide staff training and professional development.
- Analyze complex, technical, and administrative problems and evaluate alternative solutions and adopt effective courses of action.
- Represent the District effectively in contacts with the public, industry, and other agencies.

- Promote cooperative relationships with staff, governmental, industrial, and public groups concerned with air pollution control programs.
- Plan, organize, train, evaluate, motivate, and direct work of District 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.
- Address the public in situations requiring diplomacy and tact.
- Dealing constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Effectively negotiate for purposes of collective bargaining.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- 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.

**Education and 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:*

Equivalent to the completion of a Bachelor's degree from an accredited college or university in environmental science, engineering, business or public administration, public health, or related field and six (6) years of experience managing an engineering, monitoring, research, or enforcement program in air quality.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.

**PHYSICAL DEMANDS**

Must possess 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. This is primarily a sedentary office classification although standing in and walking between work areas may be required. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires the incumbent to occasionally drive motorized vehicles.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.