



DIVISION MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under executive direction of the Air Pollution Control Officer, plans, organizes, reviews, and directs the activities of an Air Pollution Control District technical division. Serves as a member of the District's management team and performs related duties as required.

CLASS CHARACTERISTICS:

This position reports to the Air Pollution Control Officer and is responsible for the management of a major division (Engineering, ~~and~~ Compliance, or Technology and Environmental Assessment). This class is distinguished from the Air Pollution Control Officer in that the latter has managerial responsibilities for the entire District.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

The following is a partial description and is not a comprehensive list of duties.

- Directs and participates in the development and implementation of goals, objectives, policies, and procedures of a major APCD division
- Coordinates the division's technical activities to ensure consistency with State and Federal requirements
- Hires, trains, and evaluates staff
- Plans, assigns, directs, and supervises the work of subordinates
- Reviews and makes recommendations on new or proposed legislation and regulations to determine effect on existing programs
- Coordinates division activities with those of other divisions
- Leads negotiations on technical issues and policies with Federal, State, and public agencies, and with industry representatives
- Manages technical services contracts, including the competitive bid process, selection of firms, negotiation of contract provisions and monitoring and evaluation of contractors' work
- Prepares the division's annual budget and monitors expenditures
- Directs the gathering of data to be used in legal actions
- Confers with legal counsel in developing permit conditions, contract provisions, rule development, requests for proposals, or enforcement violations
- Conducts and participates in meetings with firms, individuals, and public agencies

- Develops, implements, and maintains written policies and procedures for the division
- Able to work full time and to successfully meet and complete all of the essential functions of the position
- Other duties as assigned and as required to fulfill the essential functions of the position

WORKING CONDITIONS:

Work is primarily performed in an office environment. Physical demands include, but are not limited to, occasional lifting up to 25 pounds, walking, bending, stooping, reaching, squatting and prolonged sitting. The position also requires occasional grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence. Acute hearing is required when providing telephone service and communicating in person.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform the essential duties of the position)*

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, personnel administration, and planning practices and techniques; policy/procedure development and implementation related to regional air quality standards; team building techniques; relationship of Federal and State air quality management programs to local government programs; principles, methods, practices and equipment used to determine, analyze, evaluate and control stationary sources of air contamination; current Federal, State and local air quality laws; various types of industrial processes, control equipment and technology; processes and procedures used in permitting, enforcement, and rule development; clean fuels technology; principles of environmental laws and civil procedures; principles and practices of governmental budgeting; methods of program planning, funding and fiscal management; recent developments and sources of information regarding technical air pollution activities of the appropriate division.

Ability to:

Select, direct, train, evaluate and supervise staff in a technical APCD division; plan, direct and review the work of subordinate staff; coordinate division functions with industry, government, the media and the public to effectively interpret and administer State and Federal mandates and District rules and regulations; prepare and administer related grants and contracts; develop and enforce District rules and regulations; ensure that divisional activities conform with Federal, State and local laws and standards; analyze, interpret, and apply pertinent provisions of governmental policies, mandates, or agreements; identify and resolve operational problems and recommend solutions; analyze complex problems, evaluate alternatives and reach sound conclusions within legal and procedural constraints; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships with staff; prepare technical reports; communicate effectively orally and in writing; assess the need for additional studies and change in procedures; maintain accurate records and files; promote cooperative relationships with governmental, industrial and public groups concerned with air pollution control programs.

DIVISIONAL SPECIALTIES

Experience and knowledge shall be concentrated in permitting, air quality regulations, engineering, air pollution control design and air toxics for the Engineering Division; ~~air quality enforcement, and inspection, Hearing Board processes and mutual settlement processes~~ for the ~~Engineering and Compliance~~ Division; and, air quality planning, innovative technologies, rule development, environmental review, air quality monitoring, modeling, business assistance, and public outreach for the Technology and Environmental Assessment Division.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the Division Manager classification)*

Education and/or Experience

Graduation from an accredited college with a bachelor's degree (in a chemistry, meteorology, environmental or atmospheric science, engineering, planning, or a related field) is highly desirable; and

- A minimum of five years of progressively responsible professional experience in the related air pollution control field, including a minimum of two years in a supervisory capacity; or
- Three years experience performing duties equivalent to those of a supervising inspection specialist, engineering supervisor, planning and technology supervisor or public information and community programs supervisor; or
- Training, education and experience which would provide the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

FLSA: Exempt
Form 700 Required
Unrepresented Management, Unit 43

Adopted: