



## PLANNING and GRANTS PROGRAM SUPERVISOR

*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 general direction, plans, supervises and performs work in a variety of District programs including emissions inventory, rule development, clean air planning, land use development review, CEQA/NEPA, grant program implementation and public outreach. Performs reviews of risk assessments and greenhouse gas mitigation strategies, and other duties as required.

### **CLASS CHARACTERISTICS:**

The Planning & Grants Program Supervisor is a single position classification responsible for work in a variety of District programs including, but not limited to, emissions inventory, public outreach, rule development, clean air planning, and grant program implementation.

### **ESSENTIAL FUNCTIONS:**

The following is a partial description and is not a comprehensive list of duties. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Plans, monitors, directs and supervises the work of others; evaluates staff performance and seeks ways to assist staff in professional development. Participates in the selection of assigned staff and provides for their training and professional development. Identifies deficiencies and takes appropriate action to resolve and correct issues and problems.
- Participates in the development and implementation of goals, objectives, policies and procedures related to functional areas of responsibility; develops and tracks program budgets; coordinates staff and program activities within the division.
- Develops, directs and/or delivers presentations to the District's Board of Directors, schools, community groups and conferences; coordinates displays at environmental events; supervises District participation in award programs and special events.
- Interprets state and federal regulations to develop and implement State Implementation Plan (SIP), Clean Air Plans, and other air quality regulations and programs.
- Directs and/or develops emission reduction strategies from stationary and non-stationary sources of pollution and innovative mitigation programs for APCD permit and CEQA applicants.
- Directs and/or develops District rules based on analysis of emission sources and review of other regulations.
- Provides professional advice to management, expertise and staff guidance in program areas such as communication strategies, CEQA/NEPA, land use, and transportation efforts with other local, state and federal agencies; directs and participates in the evaluation of the air quality impacts of projects and the design and implementation of mitigation measures and programs, and in the preparation of mandated air quality documents including CEQA documents.

- Oversees Clean Air Plan efforts. Directs and/or develops the emission inventory and recommends emission control and reduction strategies. Analyzes air quality data and tracks trends for Santa Barbara County.
- Develops requests for proposals, selecting contractors, managing and budgeting contracts, and tracking expenditures; manages technical and other service contracts including the competitive bid process, selection of firms, negotiation of contract provisions and monitoring and evaluation of contractor's work.
- Attends meetings, makes presentations and provides testimony as an expert witness, prepares reports; responds to public inquiries, oversees development of outreach materials, participates in special events; directs, prepares and or assists in the preparation of public presentations, correspondence, contracts, proposals, billings, articles, staff reports; disseminates information and answers inquiries from individuals and groups on air quality.
- Oversees and develops the process of awarding grants, including contract development and fiscal management.

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

**Knowledge of:**

State and Federal Clean Air Act mandates; emissions inventory procedures; principles and practices involved in community/media relations, public information, public outreach, internet, web, electronic media, and air pollution control; District, state and federal air pollution control rules and regulations; principles of environmental laws and civil procedures; principles and practices of supervision and governmental budgeting, methods of program planning, funding, and fiscal management; recent developments and sources of information on technical air pollution activities.

**Skill to:**

Operate an office computer and a variety of word processing, data management, publishing, graphics and other software applications.

**Ability to:**

Effectively administer air pollution grant programs; select, direct, train, evaluate and supervise staff; coordinate section functions; communicate effectively orally and in writing; plan, organize, and carry out studies and analysis; prepare clear, complete, and technically accurate reports; analyze data, develop recommendations based on findings, and reach sound and defensible conclusions; collect environmental data; work effectively with various government agencies, private firms and the general public; analyze situations and take effective action; develop and track budgets; operate in team settings; speak before groups, organizations, regulatory bodies and professional meetings, respond constructively to conflict and develop effective resolutions.

**QUALIFICATION GUIDELINES:**

**Education and Experience:**

A Bachelor's degree from an accredited college or university, preferably with a major in administration, management, public administration, regional or urban planning, environmental studies or a closely-related field and any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance.

**Other:**

1 – 3 years supervisory or lead experience is highly desirable.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard and small hand tools. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports, monitoring equipment, computers or other materials weighing up to 50 pounds also is required.

**SPECIAL REQUIREMENTS:**

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

FLSA: Exempt  
Form 700 Required  
SBCAPCDEA, Unit 29

Adopted: January 16, 2014