



AIR POLLUTION CONTROL DISTRICT SANTA BARBARA COUNTY

EMPLOYMENT OPPORTUNITY PLANNING DIVISION MANAGER

*OUR MISSION IS TO PROTECT THE PEOPLE AND
THE ENVIRONMENT OF SANTA BARBARA
COUNTY FROM THE EFFECTS OF AIR POLLUTION*

ANNUAL SALARY \$125,678 TO \$151,363

OUR AIR DISTRICT

The Santa Barbara County Air Pollution Control District (District) is an independent public health agency that works to improve the health and quality of life for all residents through efficient and effective air quality management strategies. The District's annual budget exceeds \$16 million, with nearly 40% of the budget composed of funds specifically for voluntary grants and incentives. With approximately 35 employees, the District takes pride in running a highly professional agency that is at the forefront of innovative solutions to improve and protect Santa Barbara County's air quality. District staff members have expertise in engineering, chemistry, planning, environmental sciences, field inspection, air monitoring, public outreach, data processing, accounting, information technology, human resources, and administration.

The 13-member governing board of the District consists of the five County Board of Supervisors and one elected representative (a mayor or city councilmember) from each of the eight incorporated cities within the county. We accomplish our mission by implementing state and federal air pollution control laws to attain all ambient air quality standards and to minimize public exposure to airborne toxins and nuisance odors. In carrying out our mission, the District always strives to demonstrate excellence and leadership in the field of air pollution control. Our goal is to provide consistent, high-quality, cost-effective professional services to the public and regulated community. In striving to meet this goal, the District embraces the attributes of accessibility, accountability, diversity, equity, inclusivity, and transparency.

The District has offices in Santa Maria and Santa Barbara, with staff currently working a hybrid-remote schedule, in the office on Tuesdays and Wednesdays. Our employees enjoy the Mediterranean climate and natural beauty of Santa Barbara County. We have rolling hills, blue skies, and an excellent work environment.

THE POSITION

The District is seeking a highly motivated individual with strong leadership and communication skills to serve as the Planning Division Manager. The Planning Division Manager is a member of the District's management team. Under executive direction of the Air Pollution Control Officer (APCO), the Planning Division Manager plans, organizes, reviews, and directs the activities of a District division responsible for planning, emission inventory, rule development, coordination with local planning agencies, grant and incentive programs, education programs, and air monitoring services. The Planning Manager coordinates activities to ensure consistency with local, state, and federal requirements. The individual in this position also prepares the annual division budget, monitors the expenditures for the division throughout the year, and performs related duties as required.

THE IDEAL CANDIDATE

The candidate should have strong leadership skills and the ability to supervise, train, motivate, and facilitate the professional development of staff. They will be able to develop and maintain effective working relationships with other District employees, local, state, and federal agencies, and serve as an effective role model for others. The candidate will plan, assign, coordinate, organize, and prioritize their own work and that of staff; train and supervise staff; and establish and evaluate performance standards.

Ideal candidates should possess knowledge and skill in:

- Air quality planning, rule development, environmental review, and air monitoring;
- Air quality programs and regulations; CEQA/NEPA; principles, practices, and research methods related to the analysis and control of air pollution;
- Developing and implementing policies and procedures related to regional air quality standards;
- Current federal, state, and local air quality laws, and relationship of federal and state air quality management programs to local government programs;
- Overseeing the development and implementation of effective grant and incentive programs;
- Managing resources necessary to carry out the air monitoring responsibilities of the District;
- Preparing and presenting data in a logical format for Community Advisory Council and Board presentations; and,
- Preparing an annual budget and monitoring expenditures for the division.

The Planning Division Manager position is best suited for those with a bachelor's degree from a four-year college or university with major coursework in chemistry, meteorology, environmental or atmospheric science, engineering, planning, or a related field, and a minimum of five years of progressively responsible professional experience in the related air pollution control field, including two years in supervisory capacity.



SALARY & BENEFITS

- The monthly salary range for this position is **\$10,473 – \$12,614**;
- The District contributes \$600.00 per month toward medical insurance premiums, \$38.88 per month toward dental insurance premiums, and vision insurance is provided to employees at no cost, with the option to purchase family coverage;
- The position includes participation in a District paid life insurance policy, short-term and long-term disability insurance, and AD&D insurance;
- All employees participate in the District's Retirement Plan;
- The District offers a voluntary IRS 125 flexible spending account and a deferred compensation program;
- Leave accruals are earned based on the number of hours worked, at a rate of 101 hours/year for vacation and 96 hours/year for sick time. Vacation accruals increase based on continuous years of service; and
- 12 paid holidays per year.

HOW TO APPLY

Interested individuals must submit: **(1) a completed official District application; (2) ideal candidate statement; (3) a detailed resume; and (4) the completed supplemental questions** in order to be considered for the position; the position will remain **open until filled**. Completed applications should be made to the attention of Leticia Gomez and can be hand-delivered or mailed to the Santa Barbara County Air Pollution Control District's main office at 260 North San Antonio Road, Suite A, Santa Barbara, CA 93110, **OR** e-mailed to employment@sbcapcd.org. For an application packet or more information, contact the District at (805) 979-8287 or go to www.ourair.org/job-openings-and-application/.

All applications will be reviewed and screened based on necessary employment standards for the position. Applicants that best meet the minimum employment standards as determined by the application materials will be invited to participate in the written and oral examination for this position. Qualified applicants will be placed on an eligibility list that will remain in effect three months from the date the list is established. In compliance with the Americans with Disabilities Act, individuals needing special accommodation to participate in the recruitment process must contact SBCAPCD's Human Resources Department in writing and provide the type of accommodation, no later than the final filing deadline.

