



air pollution control district
SANTA BARBARA COUNTY

Air Pollution Control Officer

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 policy direction of the Air Pollution Control District Board, organizes, coordinates, and directs through management staff all District functions and activities, provides policy guidance and strategies regarding air quality management; fosters cooperative working relationships with the Board, District staff, industry, the public, and other agencies; performs related work as assigned.

CLASS CHARACTERISTICS:

This single-position management class is accountable to the Board of Directors for the District's efforts towards achieving the attainment and maintenance of State and federal clean air standards within Santa Barbara County. This position has overall responsibility for policy development, administration, fiscal management, Technology and Environmental Assessment, and Major and General Source Division functions of the Santa Barbara County Air Pollution Control District. The incumbent is responsible for development and accomplishment of all District goals in an effective, cost containing, and efficient manner.

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

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

- Plans, directs, organizes, coordinates, and evaluates the overall activities of the Air Pollution Control District
- Coordinates with State, federal and regional agencies to explore new legislative or interagency approaches to improving air quality in Santa Barbara County
- Works with local stakeholders including the Community Advisory Council, business, industry, and public interest groups to solve air quality problems affecting Santa Barbara County
- Oversees, through subordinate managers, the District's administrative, fiscal and technical activities
- Develops the District's annual budget and oversees preparation of fiscal analyses and the monitoring of fiscal transactions
- Acts under the direction of the Air Pollution Control Board to develop, implement, and enforce regulations required to achieve adopted air quality standards and reduce public exposure to toxic air contaminants
- Formulates and implements operational procedures and policies in accordance with federal, state, and District rules, regulations and laws

- Represents the District before the Hearing Board and in various negotiations with other governmental agencies, industrial sources and consultants regarding funding, program development, fines, permits, variance conditions, contracts and local District regulations
- Oversees the securing and administration of federal, state, and other grant funding
- Oversees the issuance of financial grants for the purposes of reducing air pollution
- Acting as the District hiring authority, reviews and authorizes personnel actions; Oversees the hiring training, and evaluation of all District personnel
- Works closely with and advises the Board of Directors, the Community Advisory Council, committees of the Board, District staff, industry, the public and other agencies to implement effective air quality management programs and to ensure compliance with air quality laws, rules, and regulations
- Represents the District before the media, other agencies, and the public
- Enforces local ordinances, applicable state laws and delegated federal air quality guidelines
- Implements provisions of the federal and state Clean Air Acts
- Monitors and reports on regional air quality
- Supports compliance planning and compliance efforts by providing leadership, information, technical review, assistance and guidance to the public including the industrial and business community
- Notifies the public of air pollution alert conditions
- Approves plans, specifications, contract documents, and other materials related to the control and abatement of air pollution
- Reviews and approves contracts for outside services and equipment
- Reviews, analyzes, and reports on program efforts and regional compliance with legislative standards
- Identifies operational problems and formulates appropriate solutions

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 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. The need to lift, drag and push files, computer reports or other materials weighing up to 10 pounds also is required.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the Air Pollution Control Officer classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Graduation from college with a bachelor's degree in an environmental science, engineering, business administration or a related field and five years of experience managing an air quality program and related technical and support programs and activities, preferably with a public agency, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform 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, governmental budgeting and personnel administration, 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, rules and regulations; various types of industrial processes and control equipment and technology; processes and procedures used in permitting, enforcement, and rule development; practices of vehicle fleet operation; clean fuels technology.

Ability to:

Plan, organize, direct, and evaluate the overall activities of a multi-disciplinary staff involved in air quality policy and program development, monitoring, and enforcement; direct the establishment and implementation of regional policy and procedures to attain and maintain mandated air quality standards; ensure that departmental 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; prepare correspondence, reports, oral presentations for public officials, executive management, the general public, and the media; establish and maintain effective working relationships with others; maintain accurate records and files; plan, direct, and review the work of subordinate staff; promoting cooperative relationships with staff, governmental, industrial and public groups concerned with air pollution control programs; analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action; interpreting, explaining and applying District regulations, state and federal laws.

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/Confidential, Unit 41

Adopted:

