



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 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 (Administrative, Compliance, Engineering or Planning). This class is distinguished from the Air Pollution Control Officer in that the latter has managerial responsibilities for multiple sections in the District.

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

- Directs and participates in the development and implementation of goals, objectives, policies, and procedures for the Division.
- Coordinates the Division's activities to ensure consistency with Local, 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 issues and policies with Local, State, Federal, and public agencies, and with industry representatives.
- Manages 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 actions.
- 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 perform 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 of 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/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of employee supervision, including selection, planning, training, work evaluation, discipline and budgeting. 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 Local, State and Federal 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 air pollution activities of the appropriate Division.

Ability to:

Select, direct, train, evaluate and supervise staff in a District 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 Local, State and Federal 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 effective working relationships; 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.

Skill to:

Effectively handle and resolve interpersonal conflicts; operate standard office equipment and a variety of word processing, data management and other software applications.

DIVISIONAL SPECIALTIES:

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

business assistance, and public outreach for the Planning Division; and, financial, accounting, budgeting, auditing, information technology, human resources, risk management, and facilities for the Administrative 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 or university with a bachelor's degree in chemistry, meteorology, environmental or atmospheric science, engineering, planning, accounting, finance, business, public administration, economics or a closely related field, and either:

- A minimum of five years of progressively responsible professional experience in the related air pollution control or administrative field, including a minimum of two years in a supervisory capacity.

or

- Three years' experience performing duties equivalent to those of a Division Supervisor.

SPECIAL REQUIREMENTS:

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

FLSA: Exempt
Form 700 Required
Unrepresented Management, Unit 43

Adopted: TBD