



# AIR POLLUTION CONTROL DISTRICT SANTA BARBARA COUNTY

## EMPLOYMENT OPPORTUNITY OFFICE TECHNICIAN

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

**ANNUAL SALARY \$53,240 TO \$63,700**

The Santa Barbara County Air Pollution Control District is conducting a recruitment to fill an Office Technician position in the Administration Division with a hybrid remote work schedule. Bilingual preferred, plus bilingual stipend available with a passing certification exam offered by the District.

### 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 Office Technician is an advanced journey-level position that performs moderately difficult secretarial, clerical, administrative, and receptionist duties. This position will also support other divisions within the District.

# THE IDEAL CANDIDATE

Will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as are described above. Example combinations include the equivalent to a high school diploma, including or supplemented by course work in office procedures, typing, filing, and records management plus three (3) years' experience in performing increasingly responsible administrative, clerical, and/or secretarial and receptionist duties.

## QUALIFICATIONS

Qualified applicants will possess a working knowledge of related secretarial and general office methods and techniques, including but not limited to operation of office equipment, including proficiency in Microsoft Office Suite; fiscal record-keeping; records processing; maintenance and procedure systems; preparation of complicated documents requiring specialized data entry; and an understanding of the basic functions and organization of a public agency. Qualified applicants will also communicate effectively verbally and in writing; work successfully as a contributing member of a team; prioritize and handle multiple tasks efficiently; interact with members of the public, regulated sources, and staff in a courteous and professional manner; review permits and handle complaints in an effective, courteous, and professional manner. Qualified applicants will be detail-oriented and be able to edit documents and organize multiple projects and requests.

## OTHER REQUIREMENTS

Ability to lift, push, pull, and carry up to 25 pounds on a regular and frequent basis, possess a valid California driver's license, and the ability to work 8:00 a.m. to 5:00 p.m., Monday through Friday.





# SALARY & BENEFITS

- The monthly salary range for this position is **\$4,436 – \$5,308**;
- The District contributes \$703 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 an enhanced life insurance, 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.
- The District is an eligible employer under the federal Public Service Loan Forgiveness (PSLF) student loan program. More information: <https://studentaid.gov/pslf/employer-search>.

# SELECTION PROCESS

To apply, interested individuals must submit: **(1) a completed official SBCAPCD application signed by the applicant, (2) a detailed resume, and (3) a one-page description of how they fit the ideal candidate statement**, by noon, Friday, April 5, 2024. Please visit our website at **[www.ourair.org](http://www.ourair.org)** to download an application. Applications may be emailed to [employment@sbcapcd.org](mailto:employment@sbcapcd.org), mailed, or delivered to the District's main office at 260 N. San Antonio Road, Suite A, Santa Barbara, CA 93110, Attn: Leticia Gomez. Mailed applications must be postmarked no later than Friday, April 5th.

Qualified applicants will be placed on an eligibility list that will remain in effect for three (3) months from the date the list is established. Candidates' final scores and rankings on the eligibility list will be determined by the scores received in the oral and written exam process.

# CONDITIONAL JOB OFFER

Once a conditional offer of employment has been made, the candidates will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. The appointee will be subject to a post offer medical evaluation or examination. The appointee must satisfactorily complete a one-year probationary period.

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.

