



South Coast Air Quality Management District Director of Community Air Programs

SALARY	\$185,572.00 Annually	LOCATION	Diamond Bar, CA
JOB TYPE	Full-Time	JOB NUMBER	24:35:TS
DEPARTMENT	Diversity, Equity and Inclusion with Community Air Programs	OPENING DATE	05/30/2024
CLOSING DATE	Continuous		

SOUTH COAST AQMD AND JOB OVERVIEW



South Coast Air Quality Management District (South Coast AQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the Nation. We serve a four-county region that includes large areas of Los Angeles, Orange County, Riverside and San Bernardino counties, including the Coachella Valley, which is home to more than 17 million people. South Coast AQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 800 employees, an annual budget of \$196.3 million, and a state-of-the-art air quality laboratory, our mission is to ensure clean air and a healthy environment. South Coast AQMD is an organization you can be proud to work for -- we make a difference in the quality of life in Southern California!

ABOUT THE POSITION

Our Diversity, Equity & Inclusion Division with Community Air Programs (DEI+CAP) department is seeking to hire a Director of Community Air Programs, specifically working with the AB 617 program. This executive management position will report to our Deputy Executive Officer (DEO) Dr. Anissa Heard-Johnson.

South Coast AQMD's mission requires diverse perspectives, talents, and life experiences to solve some of the most complex technical air quality issues. We are committed to creating and maintaining a work environment that appreciates the unique contributions of our employees and fosters professional development and growth. South Coast AQMD respects the distinct ideas and perspectives of our stakeholders and works to bring them together toward the common goal of clean air.

The ideal candidate has a broad range of professional level operational experience and expertise in supervising community air programs and facilitating events for communities. They will have expertise in leading and developing community engagements and a passion for diversity, equity, and inclusion. As the Director of the Community Air Programs, they will be expected to deliver exceptional presentations to the Governing Board, Executive Officer or public. In addition, the ideal candidate possesses the political astuteness necessary for navigating successfully within the dynamics of the organization while maintaining sensitivity to the competing needs of a wide variety of internal and external stakeholders.

Signed into law in July 2017, Assembly Bill 617 (AB 617) is a California law that addresses the disproportionate impacts of air pollution in environmental justice communities. It requires community-driven actions to reduce air pollution and improve public health in communities experiencing disproportionate burdens from exposure to air pollutants. The South Coast Air Quality Management District (South Coast AQMD) Governing Board recommends communities for the AB 617 program to the California Air Resources Board (CARB), and CARB is responsible for selecting communities across the state. Currently, there are nineteen communities statewide, there are a total of six within the jurisdiction of South Coast AQMD. Its efforts include investing resources and focusing on localized actions to reduce air pollution in communities disproportionately impacted by air pollution. Purposeful involvement of air districts with community members are ongoing to achieve emissions reduction goals and community monitoring efforts

This position is the lead for our community air program portion of AB 617, overseeing the unit responsible for developing community emissions reduction plans and community outreach and engagement and provides in-house subject matter expertise for the District.

IMPORTANT NOTE: The application period will remain open on a continuous basis, until recruitment needs are met. However, you are encouraged to apply as soon as possible, as the application period may close at any time. The first round of application review will take place the week of June 25, 2024.

EXAMPLE OF DUTIES

The general Examples of Duties and Minimum Qualifications for Director of Community Air Programs are highlighted below and represent the immediate need.

EXAMPLE OF DUTIES:

- Plans, organizes, and directs the operations and activities of assigned directorate functions in accordance with established South Coast AQMD goals and objectives; coordinates activities with other South Coast AQMD functions and outside agencies; and assures proper controls for complying with legislative and regulatory requirements and professional practice.
- Directs, through subordinate management staff, the development and implementation of policies and procedures that are consistent with South Coast AQMD's mission and objectives and that comply with state and federal laws.
- Assigns responsibilities and establishes lines of authority; evaluates the effectiveness of programs and management personnel and makes recommendations to the Executive Officer or other Designated Deputy.
- Ensures that operations and activities assigned to directorate units are consistent with legal mandates and with generally accepted practices.
- Serves as a technical expert and represents South Coast AQMD or directorate before the South Coast AQMD Board, hearing bodies, professional groups, environmental and business representatives, and the general public.
- Represents South Coast AQMD in interacting with public- and private-sector officials, community groups, and the general public on a variety of issues that impact South Coast AQMD.
- Consults with and advises South Coast AQMD Board Members and the Executive Officer or other Designated Deputy on legislative matters and other issues as required.
- Directs the preparation of reports, contracts, grant proposals, technical papers, South Coast AQMD documents, and correspondence.
- Directs the preparation and monitors directorate budgets and makes recommendations on resource allocations and fixed asset purchases.
- When assigned, acts on behalf of the Executive Officer or other Designated Deputy.

MINIMUM AND DESIRABLE QUALIFICATIONS

DESIRABLE QUALIFICATIONS:

In addition to the Minimum Qualifications that follows, the most competitively qualified candidates will possess the following:

- An advanced degree with expertise in air quality science or closely related field.
- Experience with policy development in air pollution control or air quality improvement.
- Experience implementing policies or plans in disadvantaged or environmental justice communities.

MINIMUM REQUIREMENTS:

EXPERIENCE: Training and experience which would demonstrate the knowledge, skills and abilities to plan, organize and direct the development of policies, programs or regulations of the area of assignment; knowledge of administrative techniques and practices necessary for the solution of daily operational problems in personnel, work flow, and organization; knowledge of effective management principles and their application; knowledge of budget design, development and control.

Ability to develop and accomplish through management or supervisory staff established goals and objectives; establish effective working relations with South Coast AQMD staff, public and private sector representatives and community groups; communicate effectively both orally and in writing.

Evidence of the required knowledge, skills and abilities may be demonstrated, in part, by graduation from an accredited college or university preferably with a major emphasis in an academic discipline related to the area of assignment and five years of progressively responsible management experience which would demonstrate the requisite knowledge, skills and abilities of the area of assignment **OR** three years of experience in one of the South Coast AQMD's manager classes which demonstrates the knowledge and abilities to manage the area of assignment.

SUBSTITUTION: A master's degree in an academic discipline related to the area of assignment may substitute for one year of the managerial, administrative or direct supervisory experience.

LICENSE: Possession of a valid California Class C Driver's License may be required for some positions in the class.


OTHER IMPORTANT INFORMATION**SELECTION PROCESS**

The selection process will initially consist of a review of required applications, cover letters and resumes. Those who appear to be the most competitively qualified may be asked to provide additional information regarding their qualifications for the position. Based on a review of these materials, only the most competitively qualified candidates will be invited to participate in an interview(s) and/or any other selection steps deemed appropriate.

South Coast AQMD reserves the right to modify the selection process, as needed, based upon the qualifications and numbers of applicants.

APPLICATION PACKETS MUST INCLUDE

1. A fully completed job application.
2. A cover letter, addressed to DEO Dr. Anissa Heard-Johnson , included as an attachment to your application, which clearly details how you meet the minimum and desirable qualifications for this position, including both education and experience; the reason(s) you are interested in this position; a description of how you would oversee the Community Air Programs functions of South Coast AQMD; and your vision of what your contributions would be to improve this important

function.

3. A detailed resume, included as an attachment to your application, that highlights your major career responsibilities and accomplishments that relate to this position.

4. An unofficial copy of your transcripts (if not on file with HR), documenting all qualifying education claimed, submitted as an attachment to your online application. Official transcripts may be requested at a later date.

Please call Human Resources at least one week in advance if you need an accommodation at any step during the selection process. If you have any questions regarding this recruitment, please contact Human Resources at (909) 396-2800.

Agency

South Coast Air Quality Management District

Address

21865 Copley Drive

Diamond Bar, California, 91765

Phone

909-396-2800

Website

<http://www.aqmd.gov>