



San Joaquin Valley

AIR POLLUTION CONTROL DISTRICT



EMPLOYMENT OPPORTUNITY

OUR MISSION IS TO IMPROVE THE HEALTH AND QUALITY OF LIFE FOR ALL VALLEY RESIDENTS THROUGH EFFICIENT, EFFECTIVE AND ENTREPRENEURIAL AIR QUALITY-MANAGEMENT STRATEGIES.

ASSISTANT COUNSEL I/II

FRESNO, CA

ANNUAL SALARY \$100,190.40 to \$141,015.36

THE VALLEY AIR DISTRICT

The San Joaquin Valley Air Pollution Control District is a public health agency whose mission is to improve the health and quality of life for all Valley residents through efficient, effective and entrepreneurial air quality-management strategies. The District's annual budget consists of over 500 million dollars with nearly 90% of the budget comprised of funds specifically for voluntary grants and incentives. With approximately 350 employees, the Valley Air District takes pride in running one of the most active and effective air quality-management programs in California.

The Valley Air District is the largest air district in California, covering a land area larger than a number of states. The Valley Air District is governed by a 15-member Governing Board with 13 elected representatives from the counties and cities throughout the Valley, and two members appointed by the Governor. The District's jurisdiction covers the counties of San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and Kern (the Valley portion).

The Valley Air District is a regulatory agency with a wide range of responsibilities in developing and implementing regulatory programs and administering voluntary incentive grant programs to reduce air pollution from a variety of sources. The District maintains comprehensive permitting and enforcement programs for thousands of businesses and municipalities throughout the Valley. The District also conducts a robust year-round, multi-lingual public outreach and education program.

THE POSITION

The Valley Air District is seeking a highly motivated individual with strong leadership and communication skills to serve as the Assistant Counsel. This is an in-house counsel position which receives general direction and support from the District Counsel, but must work independently to complete assignments in a fast paced, high volume office involving complex and varied subject matter. Ideal applicants should have knowledge in: Principles and procedures of civil law, particularly environmental law, public agency law, employment law and/or constitutional law; Procedures, practices, and effective techniques for litigating civil cases; Civil procedures and rules of evidence; Principles, methods, and techniques of legal research and investigation; Applicable rules and regulations and state and federal laws; Responsibilities and obligations of public officials and administrative agencies; Rules of procedure governing the conduct of hearings before administrative bodies.

The Assistant Counsel I/II is a member of the District's management team and is an at-will position where the incumbent serves at the discretion of the Executive Director/Air Pollution Control Officer.

THE IDEAL CANDIDATE

The candidate should actively and enthusiastically embrace and promote the District's STAR work culture at the District, develop effective working relationships with other District employees, strive to provide exceptional customer service to both internal and external customers, and serve as an effective role model for others. The candidate should also have strong skills in leadership and the ability to supervise, train, motivate, and facilitate the professional development of staff.

Job Duties (Illustrative Only):

- Advises District departments regarding District authority, jurisdiction, functions, and operational procedures.
- Researches legal problems and prepares opinions, briefs, resolutions, and other legal documents.
- Prepares and litigates routine to difficult cases, often involving a specialized body of law.
- Develops and implements effective strategies for settling cases.
- Represents the District before the Hearing Boards, in court, and in administrative hearings before boards and commissions and state and federal agencies.
- Attends District Board, departmental, and committee meetings to provide legal advice on a variety of matters.
- Investigates and prepares reports regarding claims by and against the District and recommends action to be taken.
- Reviews regulations, resolutions, contracts, and other documents for legal sufficiency; recommends modifications as required.
- Maintains accurate records and files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on District operations and recommends appropriate action.

The Assistant Counsel position is best suited for those with a bachelor's degree from a four year college or university plus an appropriate law degree and one year of experience as an attorney engaged in the practice of civil law and litigation employment law. Placement could be made at the journey level (II) if the incumbent has an additional two years of experience. Environmental law, employment law and/or public agency experience is desirable.



STAR
SERVICE
TEAMWORK
ATTITUDE
RESPECT



SALARY & BENEFITS

The salary range for this position is **\$100,190.40 to \$141,015.36** annually.

The benefits package includes:

Cafeteria Plan – The District contributes \$1,180 per month toward the purchase of medical, dental, vision, life insurance, and long-term disability insurance. Optional benefit upgrades include participation in a deferred compensation program, enhanced life insurance and enhanced long-term disability insurance. Any funds not spent will be returned to the employee in cash.

Retirement – The District is a member of the Kern County Retirement System. The option to participate in a 457(b) Government Retirement Savings Plan: Deferred Compensation or Roth Plan with an up to 6% salary match.

An IRS 125 flexible spending account

Annual Leave – Accrual of 160 hours during the first year, 8 hours for each year thereafter, up to a maximum of 280 hours/year.

Holidays – 10 paid holidays/year + 2 floating days.

Alternate Schedule – The District works a 9/80 work schedule with offices closed every other Friday.

Administrative Leave – In recognition of additional hours worked, 40 hours of Administrative Leave is provided.

THE APPLICATION PROCESS

Interested candidates must submit an official SJVAPCD application by 5:30 p.m. on **Wednesday, April 6, 2022**. Applications must be submitted on our website at www.valleyair.org.

Those candidates who appear to be highly qualified for the position based on the application materials submitted will be invited to participate in an interview.

Contact us:
(559) 230-6010



www.valleyair.org



personnel@valleyair.org



1990 E Gettysburg Ave, Fresno, CA 93726

