



# 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.*

# DIRECTOR OF ADMINISTRATIVE SERVICES

**Effective July 2nd: ANNUAL SALARY \$137,676 - \$167,346**

### 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 \$600 million dollars with over 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

As a department head and a member of the District's Executive Management team, this position reports directly to the District's Executive Director. This position will have lead responsibility for the preparation and oversight of the District's annual budget; oversee and maintain internal fiscal controls and all financial functions of the District; prepare financial statements and related reports; oversight of fleets and facility management, purchasing, risk management; and overseeing office support services for the District's Governing Board and core programs.

This position will provide counsel and recommendations to the Executive Director on a wide range of policy issues and will routinely prepare and present written and verbal reports to the District's Governing Board. With a staff of approximately 31, this position is charged with the development and implementation of goals, objectives, policies, priorities and allocation of resources for the department and the District as a whole.



# 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.

## Additionally, the candidate should have the ability to:

- Develop and direct goals, objectives, policies, procedures, and work standards for assigned programs and activities.
- Organize, assign, direct, review, and evaluate the work of assigned staff; select and train staff and provide for their technical and professional development.
- Provide technical and managerial direction to District staff, consultants, and others.
- Direct the purchase, development, and implementation of information systems software and hardware.
- Direct and coordinate the preparation, publishing, and monitoring of the District's annual budget; monitor and account for funding and revenue received by the District, including grant administration and reporting.
- Direct internal and external audit activities; perform difficult and complex audits and associated policy and procedure development.
- Direct centralized purchasing and contract administration activities; participate in complex contract negotiations.
- Direct the District's office support activities.
- Develop administrative policy and makes recommendations to the Governing Board and executive management.
- Represent the District at meetings with the public, industry, and other agencies.
- Review legislation to determine its financial impact on the District.
- Directs the District's risk management, facilities, and fleet management programs.
- Continuous attention to detail.



## EDUCATION AND EXPERIENCE

A Bachelor's Degree from a four year college or university with major coursework in accounting, finance, business, or public administration, economics, or a closely related field and five years of increasingly responsible financial administrative experience, of which three at the lead level is preferred. CPA or MBA is desirable.

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be able to attend work on a daily basis as scheduled.

STAR  
SERVICE  
TEAMWORK  
ATTITUDE  
RESPECT



# SALARY & BENEFITS

Effective July 2, 2022

The annual salary range for this position is \$137,676 - \$167,346.

## The benefits package includes:

**Cafeteria Plan** – The District contributes \$1,305 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, 56 hours of Administrative Leave is provided.

## THE APPLICATION PROCESS

Interested candidates must submit an official SJVAPCD application by 5:00 p.m. on Monday, June 27, 2022. Applications must be submitted on our website at [www.valleyair.org](http://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](http://www.valleyair.org)  [personnel@valleyair.org](mailto:personnel@valleyair.org)

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