



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.

PERMIT SERVICES MANAGER

ANNUAL SALARY \$121,848 to \$148,075

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 Permit Services Manager is a member of the District's Management team that manages all permit services and related activities for the Bakersfield Office. The Manager is responsible for accomplishing unit goals and objectives and for furthering District goals and objectives within general policy guidelines. This at-will position reports to the Director of Permit Services and supervises a staff of professional engineering staff engaged in the full range of engineering duties. Program responsibilities include: developing and implementing permit services and District goals, objectives, and procedures; assigning, directing, reviewing and evaluating the work of staff; performing quality control review and evaluation of all engineering work done in the section; conferring with District management and staff on air quality engineering and related matters; communicating with local, state, and federal agencies regarding environmental engineering and related issues; assisting with preparation and administration of the program's budget and performing other duties as assigned.

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 also have:

- Strong skills in planning, assigning, delegating, and reviewing the work of assigned staff; ability and aptitude to participate in a variety of scientific, analytical, and technical projects and programs;
- Strong writing skills for preparing periodic and special reports and for generating correspondence to stakeholders;
- Ability and confidence to represent the District in meetings with the public, industry, and other agencies and in making public presentations;
- Ability to demonstrate expertise and aptitude in identifying, recommending, and implementing improvements in District work processes;
- Ability to consistently support management decisions and exercise sound independent judgment within established policy guidelines and display well-developed organizational skills;
- Continuous attention to detail.

The Permit Services Manager position is best suited for those with a Bachelor of Science degree with major course work in environmental, chemical, mechanical or petroleum engineering, or a closely related field in engineering; OR a Bachelor of Science degree in an appropriate scientific discipline and possession of a California Engineering in Training Certification. In addition, four (4) years of air quality experience is required, of which 2 years at a lead or supervisory level is preferred.

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STAR
SERVICE
TEAMWORK
ATTITUDE
RESPECT



SALARY & BENEFITS

The salary range for this position is \$121,848 to \$148,075 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 Monday, January 31, 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

