

## **FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT**

### **PLANNING AND ENGINEERING SUPERVISOR**

#### **DEFINITION**

Under general direction, plans, coordinates and performs a variety of complex and responsible analytical, and technical duties in support of the District's Planning and Engineering Programs; prepares and maintains a variety of reports and records; proposes and implements policy and procedural recommendations; serves as a member of the District's management team; provides varied support to the APCO; and performs related work as required.

#### **CLASSIFICATION CHARACTERISTICS**

This position is the primary staff for District Planning and Engineering activities, with responsibility for supervision of all staff in these programs. This class serves as an integral member of the District management team, with responsibility for developing and implementing policy and procedures and overseeing the work of Planning and Engineering.

#### **SUPERVISION RECEIVED AND EXERCISED**

This class works independently, under the general direction of the District's Air Pollution Control Officer. The incumbent is responsible for supervising the District's Planning and Engineering Staff.

#### **EXAMPLES OF DUTIES** (Illustrative Only)

- Coordinates with the District Counsel and other managers for the approval of ordinances, amendments, agreements, contracts, memoranda of understanding and other documents required for Board action and/or submission to regulatory or other agencies. Prepares and directs the preparation of a variety of correspondence, reports, procedures and other written materials.
- Coordinates with Clerk of the District's Board of Directors and Hearing Board; prepares items for Board agendas, resolutions, correspondence and makes presentations before the Board.
- Prepares, controls and monitors the District's annual grant program; prepares plans, estimates and periodic reports; coordinates financial activities and reporting requirements with those of the District Administrative Services Officer.
- Prepares draft budget for program areas and ensures programs stay within adopted budgets.
- Oversees, coordinates and provides information required for program evaluations and audits from the Air Resources Board and other agencies.
- Ensures permits are processed in a fair and timely manner.
- Oversees and directs the District's CEQA process.

- Conducts and reviews a variety of analytical and operational studies relating to program issues; evaluates alternatives, makes recommendations and assists with the implementation of procedural and/or operational changes as directed.
- Oversees training and evaluation of subordinate staff.
- Attends a variety of meetings as a representative of the District and disseminates information to District staff.
- Uses a variety of standard office equipment, including a computer and various spreadsheet, database, and word processing software.
- Serves as point of contact for State and Federal agencies for various District programs.
- Performs other duties as assigned.
- Fills in for other supervisors as needed.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic organization and function of public agencies, including the role of an elected Board of Directors.
- Codes, regulations, policies, technical processes and procedures related to District activities.
- Principles, practices and procedures of permit issuance, CEQA, Air toxics, Emission Inventories, and grants management.
- Principles and practices of managing and retaining District documents and records.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work.
- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Project management, analytical processes and report preparation techniques.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in:**

- Interpreting, applying and explaining complex laws, codes, regulations, policies and procedures.
- Developing, implementing and administering grants and permitting systems.
- Effectively serving as a member of the District management team.
- Planning, organizing, supervising, reviewing and evaluating the work of assigned staff.
- Using initiative, discretion and sound independent judgment within policy and procedural guidelines.
- Preparing clear and effective reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Acting as an effective liaison between the District and various county, state, federal and other public agencies.
- Using initiative and independent judgment within established policy and procedural guidelines.

- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.
- Effectively delegating work to subordinates.
- Using English effectively to communicate in person, over the telephone and in writing.
- Making process improvement changes to streamline procedures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four-year college or university with major coursework in Environmental Policy, Public Policy, Environmental Science, Engineering or a related field and two years of professional experience in a public agency. One-year experience in air quality management is desired.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Other Requirements:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasional attendance at off-hours meetings is required.