

Air Quality Division Director

This position is exempt from the State of Delaware Merit System

Recruitment #030718-MUPA05-400400

Opening Date 3/10/2018

Closing Date 4/9/2018 11:59:00 PM

Type of Recruitment Open Competitive

Salary \$98,014

Salary Plan LIN

Pay Grade LIN

Shift Hours 8:00am - 4:30pm

Employment Type Anticipated Vacancy

Employment Term Regular

Agency DNREC/Office of Env. Protection / Air Quality

Location(s) State Street Commons: (100 W. Water St, Dover, DE, 19904)

Contact Name DNREC Human Resources

Contact Phone 302-739-9901

Summary Statement

Responsible for developing, implementing, and initiating Divisional programmatic and budgetary policies, priorities, and functional plans in order to achieve DNREC's mission. Represents the Department at national, regional, state-wide, and local meetings and special events, and may serve on both national and statewide councils/committees. Directs and manages professional and administrative staff as well as consultants in the development and implementation of complex Air Quality programs and Departmental goals and objectives. See the Divisions website for more details: <http://www.dnrec.delaware.gov/air/Pages/Default.aspx>

This position provides administrative leadership and technical direction in planning, organizing and implementation of programs and activities under the Division. Directs the preparation and

administers responsibility for an annual operating budget of more than \$10.7M. There are two primary sections within the Division, Engineering & Compliance, and Planning.

Essential Functions

Essential functions are fundamental, core functions common to all position in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides daily administrative and technical guidance to subordinate staff to insure the effective operation of the division.
- Creates a culture that supports employee engagement and development.
- Insures compliance with all federal, state and agency rules, regulations, policies and procedures concerning fiscal activities, contracts administration, personnel/merit system policies and budgets.
- Analyzes and evaluates all administrative functions and activities, develops new systems and procedures as deemed appropriate.
- Represents the Department at national, regional, statewide and local meetings and special events, and may serve on both national and statewide councils/committees.
- Directs and manages professional and administrative staff as well as consultants in the development and implementation of complex programs and Departmental goals and objectives.
- Coordinates short and long term planning for the administrative unit to ensure the ability to maintain cost effective, efficient operations.
- Develops solutions and provides recommendations, guidance and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
- Provides in-depth review, analysis and recommendations regarding critical or complex environmental issues.

Job Requirements

Please attach a resume with your online application or use the resume tab in DEL to provide a detailed description of how your education, training and/or experience meets each job requirement including employer, experience/responsibilities and dates (month/year) of employment/training. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in planning, organizing and directing the development and implementation of Air Quality Management.

2. Experience in establishing goals, objectives and priorities in accordance with an organization's overall mission.
3. Experience in policy administration which includes planning, developing, implementing and evaluating policies and procedures.
4. Experience in strategic planning which includes planning and mapping a path between the present and future usually for three to five years by determining key objectives, how to accomplish the key objectives, what strategies should be used, what activities would contribute to accomplishing the key objectives and developing performance measures to gauge and report progress or success.
5. Experience in operations management which includes planning, directing, coordinating, controlling, and evaluating operations typically through subordinate supervisors.
6. Experience in financial administration such as comprehensive analysis of programs, budgets, projects, services, alternatives, and costs; financial planning, revenue generation, revenue forecasting, expenditure forecasting, cash flow management and establishing internal control.
7. Knowledge in Air Quality regulations and the Clean Air Act.
8. Knowledge of continuous improvement (i.e. LEAN and Six Sigma).

Conditions of Hire

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at www.delawarestatejobs.com.

Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.