



**THE CALIFORNIA AIR POLLUTION CONTROL OFFICERS ASSOCIATION
(CAPCOA)**

invites applications for the position of:
EXECUTIVE DIRECTOR
An Equal Opportunity Employer

SALARY:

Annually
\$130,000.00 - \$150,000.00

CLOSING DATE: 12/14/18

DESCRIPTION:

CAPCOA, the California Air Pollution Control Officers Association, is a non-profit association of the air pollution control officers from all 35 local air quality agencies throughout California. CAPCOA is currently seeking to fill the position of **Executive Director in its Sacramento, California, office.**

CAPCOA was formed in 1976 to promote clean air and to provide a forum for the sharing of knowledge, experience, and information among the California local air quality regulatory agencies (air districts). The Association promotes unity and efficiency and strives to encourage consistency in methods and practices of air pollution control and management. It is an organization of air quality professionals who are leaders in their field.

Local air districts have primary responsibility under California and federal laws to develop and implement local pollution control strategies. Air districts take a lead role in carrying out these laws, including, planning to meet federal and state ambient air quality standards, measuring and reporting air quality conditions to the public, permitting, enforcement, and formulating cost effective strategies to improve air quality.

California's progress toward clean air has benefited greatly from CAPCOA's efforts and leadership. Go to www.capcoa.org for additional information about CAPCOA.

EXAMPLES OF DUTIES FOR THIS POSITION:

THE POSITION

The Executive Director reports to a 14-member Board of Directors comprised of Air Pollution Control Officers from around the State. The Executive Director serves at the pleasure of the Board.

General policy guidance is received from the Board and the Executive Committee. The Executive Director receives little or no direct day-to-day supervision and on occasion must formulate association policy positions based on Board input, personal and professional experience, best judgment, organizational bylaws and associated policy documents. The Executive Director supervises and provides direction to a small staff performing administrative and technical support activities for the organization. The Executive Director also provides guidance to consultants of the organization.

THE OPPORTUNITY

The Executive Director implements the mission of the organization:

- Reviews, evaluates, and tracks evolving air quality policy issues at the federal, state, and local level, and alerts the Association Members and the Board when important developments occur
- Prioritizes issues, recommends the appropriate person or group within the Association to develop analyses, and coordinates and oversees development
- Recommends and facilitates development of policy positions by the Board and Membership
- Prepares clear and timely written policy statements reflecting Board and Membership positions and provides such statements, as appropriate, to Association Members and other agencies, businesses, environmental organizations and public interest groups
- Develops and implements the Association's annual work plan.

The Executive Director manages all financial concerns of the Association:

- Coordinates with the Association's Chief Financial Officer
- Prepares and implements the Association budget
- Prepares all financial reports
- Secures, tracks, and manages grants to the Association along with grants passed through the Association to other recipients
- Maintains accounts and records, and coordinates periodic external audits of Association finances as specified by federal regulations and/or by third parties as directed by the Board
- Assures compliance with all requirements and restrictions for grant funds received
- Oversees and provides guidance to temporary or contract accounting service providers
- Receives, processes, and tracks revenues from member dues, conference fees, and other sources, and manages all accounts receivable and payable

The Executive Director coordinates the internal activities of the Association:

- Plans and coordinates monthly Board meetings
- Coordinates with committee chairs for meetings and conference calls
- Plans and coordinates ad-hoc committee and other Board-directed meetings
- Interfaces with Members and responds to Member inquiries
- Plans and coordinates spring and fall membership meetings
- Plans and coordinates annual retreats and committee conferences and symposia
- Administers the general affairs of the Association and the daily responsibilities of the office of the Secretariat
- Oversees maintenance/improvement of the Association's websites

The Executive Director conducts the external affairs of the Association:

- Acts as liaison with ARB, Cal/EPA, USEPA and other agencies and external stakeholders through regular meetings and other communications, as needed
- Coordinates and implements contractual projects on behalf of the Association
- Organizes and produces specialty conferences for the Association, and assists and supports other meetings or conferences as directed by the Board
- Represents the Association in various public and high-level policy forums, including testimony in formal public hearings, as directed by the Board
- Coordinates legislative efforts for CAPCOA, meets with legislators or their staff, and testifies at hearings, as directed by the Board.
- Conducts public outreach for the Association and produces (or oversees production of) the monthly newsletter and website.

MINIMUM QUALIFICATIONS:

The ideal candidate will be a seasoned leader with demonstrated skills in diplomacy, relationship building, business/budget administration, and coordination of a mid-to large-scale association or organization. The candidate must also be politically astute and able to build trust through respectful communication and professionalism.

Competencies and Personal Characteristics:

- Knowledge of air quality regulatory and incentive programs
- A collaborative team-builder and leader
- An effective and articulate communicator and writer
- Problem solver, consensus builder; and have strong public relation skills
- Customer service-oriented and able to work well with diverse personalities and local air districts of varying size
- Approachable and receptive to new ideas – a 'listener'
- Flexible; open-minded; adaptable within a changing environment
- The ability to anticipate program strengths, weaknesses and opportunities
- Ability to anticipate budgetary impacts from potential and existing grant funding changes
- Knowledge of the regulatory and legislative processes
- Anticipate issues and policy questions – determine what is 'not being said'
- Strength in orchestrating and facilitating meetings, projects and advocacy efforts
- Past experience working with a Board of Directors

Experience and Education:

Bachelor's degree from an accredited university is required. A Master's degree in Public or Business Administration, Air Pollution Management, Engineering or a related field is desired, yet relevant experience is more important.

Experience in the field of air quality and air pollution regulation is highly desired.

HOW TO APPLY & SELECTION CRITERIA:

To be considered for this exceptional career opportunity submit your resume, cover letter and a list of work-related references. The final filing date is December 14, 2018.

Resume should reflect years and months of employment, beginning and ending dates and relevant work experience.

Resumes will be screened based on the criteria outlined in this notice. Candidates with the most relevant qualifications will be given preliminary interviews. The Bay Area Air Quality Management District will report the results to CAPCOA. CAPCOA will then select candidates to be interviewed.

For additional information about this position please contact Erik White, President, CAPCOA at ecwhite@placer.ca.gov.

APPLICATIONS MAY BE FILED ONLINE AT:

http://www.baaqmd.gov/jobs*

**This job announcement is being made by the Bay Area Air Quality Management District on behalf of CAPCOA, the California Air Pollution Control Officers Association, or CAPCOA, who will be the employer. As such, please note that this position announcement is not for employment with the Bay Area Air Quality Management District.*

Job #RS2018-2
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