SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT
invites applications for the position of:

Specialist I/II

**SALARY:** $5,461.08 - $7,690.01 Monthly

**OPENING DATE:** 08/05/22

**CLOSING DATE:** 08/29/22 05:30 PM

**POSITION DESCRIPTION:**

We are excited you are considering the San Joaquin Valley Air Pollution Control District as a place for employment! Our agency is in the heart of the San Joaquin Valley and our mission is to improve the health and quality of life for all Valley residents through efficient, effective and entrepreneurial air quality management strategies. We pride our agency on not only high-quality technical work, but also exceptional customer service. Our customers include the public, the regulated community, other agencies, and fellow employees. The principles of our STAR (Service, Teamwork, Attitude and Respect) culture creates an atmosphere in which providing exceptional service, demonstrating effective teamwork, maintaining a positive attitude, and showing respect to others is a key part of every employee’s job. The District is recruiting for Specialists which are found in almost every department performing a wide variety of tasks and utilizing diverse skills. Since the Specialist position is the starting point for many professionals, career advancement opportunities are numerous. The current vacancies are located in the Fresno office and are assigned to the Permits and Compliance departments. The eligible list established as a result of this recruitment will be used to fill the current vacancy and may also be used to fill future vacancies. This recruitment will also be used to fill current temporary vacancies. Our temporary appointments may last up to 2 years.

**QUALIFICATIONS/REQUIREMENTS:**

The nature of the assignment makes the Specialist classification suitable for individuals with a Bachelor's Degree from a four-year college or university with major coursework in science, engineering, regional, urban, or environmental planning, public administration, business, math, geography, geology or a closely related field. Experience in providing technical support in an air quality, environmental, or related field may be substituted for the education on a year for year basis to a maximum of two years.

Qualified applicants must possess knowledge of basic keyboarding and computer applications related to the work performed; and managing multiple projects. Applicants should possess basic skills in collecting and organizing large data sets, analyzing varied data, making complex calculations, writing technical reports, and evaluating alternative solutions; conducting a variety of technical studies and projects, including making sound recommendations for action; reading and interpreting laws, policies, procedures, regulations, maps, specifications, graphs, and statistical data; maintaining effective communication with stakeholders and coworkers; basic keyboarding; and exercising sound independent judgment within established procedural guidelines.

Specific work includes: researching rules and regulations, reviewing federal and state requirements, organizing and managing long-term projects, conducting data analysis and technical writing, working with various public stakeholders, preparing and delivering presentations to various audiences, and using computer software and programs to conduct analysis and document preparation.

**OTHER REQUIREMENTS:**

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

**SELECTION PROCESS:**

Interested individuals must submit an application form by 5:30 p.m. on Monday, August 29, 2022. Applications must be submitted on our website at www.valleyair.org.

All applications and supplemental application forms will be reviewed based on the necessary employment standards for the position. Those candidates who are considered more qualified will be invited to participate in an oral exam, weighted at 100%.
San Joaquin Valley Air Pollution District participates in the E-Verify Program. For more information visit http://www.valleyair.org/jobs/E-Verify/E-Verify.pdf. EOE

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.valleyair.org

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employment@valleyair.org

Position #2022-133
SPECIALIST I/II
AM
Specialist I/II Supplemental Questionnaire

* 1. Describe your education and work experience that qualifies you for this position.

* 2. The District emphasizes outstanding customer service in its relations with regulated businesses, co-workers, and the general public. Please describe in detail your experience providing excellent customer service and dealing with the public.

* Required Question