



**October 2022**  
**FLSA: EXEMPT**

## **SUPERVISING AIR QUALITY PLANNER**

### **DEFINITION**

Under general direction, supervises, coordinates, and participates in the work of the Planning Division; develops air quality plans required by state and federal law; oversees the District's grant and educational programs; evaluates air quality impacts of proposed development projects and district rules and programs in accordance with the California Environmental Quality Act (CEQA); develops programs that support the implementation of approved plans; lends expertise and participates with others working on solutions to regional air quality issues; oversees meteorological services by the District; oversees rule development and implementation; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning and Air Monitoring Manager. Exercises general direction and supervision over Planning Division staff.

### **CLASS CHARACTERISTICS**

This is the supervisory level class in the Air Quality Planner series responsible for supervising, coordinating, and participating in the work of all Air Quality Planning staff within the District. This class is distinguished from the classification of Planning and Air Monitoring Manager in that the latter has overall responsibility for multiple District divisions.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops and manages the work plan for the Planning Division; oversees the District's grant programs.
- Reviews and periodically updates the District's California Environmental Quality Act (CEQA) Air Quality Guidelines; prepares CEQA-mandated environmental documents for District's rule development and revision, and programs and permits; submits the required documents to reviewing agencies.
- Reviews and prepares written comment letters on environmental documents, including calculations of air quality impacts, mitigation measures, and required off-site mitigation contributions for projects circulated by other jurisdictions; maintains the Environmental Impact Report (EIR) Library and Resource Library for the Planning Section.
- Oversees all rule development and works closely with the Supervising Air Quality Engineer on rules related to permitting.
- Represents the District at meetings of the Transportation Agency of Monterey County, Santa Cruz County Regional Transportation Commission, and other meetings; coordinates with the Association

of Monterey Bay Area Governments (AMBAG) and other agencies; participates on a variety of committees; develops agendas; consults with other districts; leads weekly meetings; participates in National Association of Clean Air Agencies (NACAA) and California Air Pollution Control Officers Association (CAPCOA) forums as assigned.

- Supervises, schedules, assigns, and reviews the work of subordinate planning staff; interviews and makes hiring recommendations; participates in the implementation of discipline of subordinates; trains planners in methods and procedures; acts as a resource for technical information for subordinate staff.
- Evaluates, monitors, and coordinates air quality plans; writes various components of the District's air quality plans, including stationary/area source control measures, transportation control measures, and consistency procedures; supervises technical analysis of transportation control measures, interpretation, and analysis of photochemical modeling results, and preparation of the stationary and area source emission inventory; develops methodologies for estimating emission reductions for transportation control measures.
- Oversees and implements public information programs, including Clean Air Month, *Way to Go!*, public events, and public meetings; supervises the development and presentation of public workshops; responds to public inquiries regarding the District's programs and regulations; makes presentations to various community interest and environmental groups on all aspects of the District's programs; acts as liaison with federal, state, and other agencies to exchange information.
- Prepares and administers the Planning Division budget and monitors expenditures.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of project management and work organization.
- Methods and techniques of supervision, training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Budget techniques and practices; best practices for resource evaluation and budget management.
- Scientific and engineering practices.
- Principles and practices of air quality planning, planning principles, and practices of air pollution control.
- Principles of atmospheric chemistry, California Environmental Quality Act (CEQA), National Environmental Protection Act, transportation and land use planning, atmospheric modeling, emission factors for area and transportation sources, and National and State Ambient Air Quality Standards.
- Applicable federal, state, and local laws, codes, and regulations, including laws regulating air pollution control, air quality, environmental protection, CEQA, real property, public records, and administrative procedures.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Make public presentations.
- Prepare complex technical reports.
- Analyze planning-related problems and recommend solutions.
- Evaluate a wide range of land use projects and determine effects on air quality.
- Prepare environmental documents for District action.
- Calculate air emissions.
- Prepare the Planning Division budget.
- Oversee the District's grant program.
- Oversee the District's public education and information program.
- Oversee the District's woodstove change-out and smoke management programs.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District's needs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of a Bachelor's degree from an accredited college or university in environmental sciences or a related field, and three (3) years of planning experience in air quality management, with one (1) year of lead or supervisory experience, or two (2) years of experience at a level equivalent to the Air Quality Planner III with the MBARD.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.

**PHYSICAL DEMANDS**

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. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull

drawers open and closed to retrieve and file information. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires incumbents to drive motorized vehicles.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.