



Olympic Region Clean Air Agency

ORCAA



Olympic Region Clean Air Agency

welcomes your
application for the
position of



**EXECUTIVE
DIRECTOR**



ORCAA

The Olympic Region Clean Air Agency (ORCAA) is a local government agency charged with regulatory and enforcement authority for air quality issues in Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston counties. ORCAA is one of seven such regional air pollution control agencies in Washington state.

Established in 1968 after passage of the Clean Air Washington Act (RCW 70.94), the agency is responsible for enforcing federal, state and local air pollution standards and governing air pollutant emissions from new and existing sources. A nine-member Board of Directors establishes the policies of the agency.

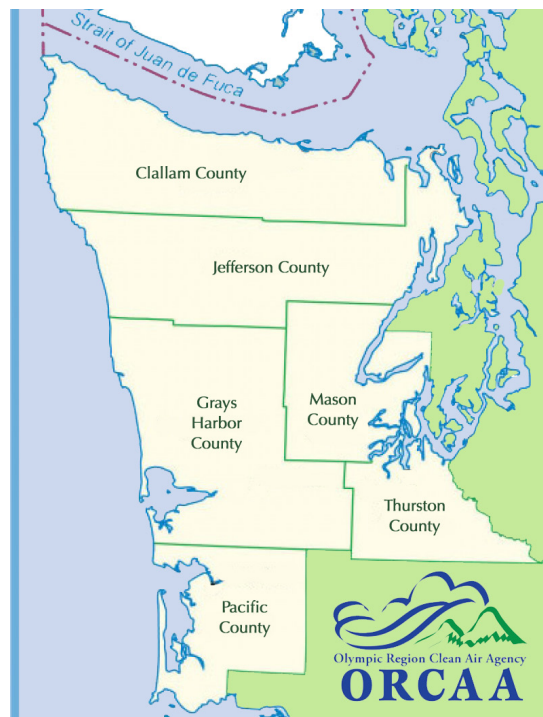
The Board comprises a representative from each of the six counties in ORCAA's jurisdiction, plus representatives of the three largest cities in the territory; Lacey, Olympia, and Tumwater. The Board is responsible for selecting an Executive Director, who serves as the administrative manager of the agency's professional staff. The Executive Director also enforces the orders, ordinances, resolutions and regulations of the agency.

REGIONAL OPPORTUNITIES



The Olympic Region Clean Air Agency's jurisdiction encompasses six counties stretching from the Columbia River to the Strait of Juan de Fuca, and Puget Sound to the Pacific. Though mostly rural, this region also boasts some of the fastest growing urban centers in Washington, including the cities of Port Angeles and Sequim along the northern coast, and Lacey, Olympia and Tumwater in the south-sound area.

Nestled within the heart of the region is Olympic National Park, one of the nation's oldest and wildest parks. Also designated a World Heritage Site, the 1,400-square miles of Olympic National Park includes more than 73-miles of wild Pacific coast (the longest stretch of wilderness coastline in the contiguous 48 states) as well as snow-capped Mount Olympus, glaciers, alpine meadows and one of the few temperate rain forests in the world. The luxuriant forest is created by the warm, moisture-laden air from the Pacific, meeting the mountains and dropping more than 12 feet of rain a year. It is home to some of the world's largest conifers, towering 230 feet.



THE IDEAL CANDIDATE

ORCAA is seeking a new Executive Director who will be a leader in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships.

Summary of Duties

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes development and implementation of the agency's Air Quality Management Strategic Plan to ensure the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies.
- Monitors regulatory and legislative developments affecting the Agency's programs, researches issues, and implements changes in programs as appropriate. Provides comment and leadership as the Agency's representative as needed on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies and agency direction and focus.
- Reviews and updates, for board review and approval, the agency Procedure and Policy Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, and compliance schedules and penalties.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies on behalf of the agency during state and federal rule making proceedings, and PCHB hearings.
- Ensures a safe working environment for ORCAA employees.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Acts as Agency representative and establishes effective working relationships with various advisory committees and intergovernmental committees and forums.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
 - Performs other duties as assigned.



COMPENSATION

The salary for the Executive Director is dependent upon qualifications with a potential range from \$150,000 to \$180,000. The Agency also offers an attractive benefits package, including:

- 11 paid holidays per year
- Two “Personal Holidays” per year
- Start accruing vacation and sick leave from day 1
- Can use leave upon accrual
- ORCAA currently pays 100-percent of full-time employee’s health, dental, vision and basic life coverage (health coverage includes LTD and EAP)
- Currently ORCAA pays \$525 toward dependent/family coverage
- Paid Family Medical Leave currently paid for by ORCAA
- Washington Cares Long Term Care Insurance (employee paid)
- Washington State Deferred Compensation Plan
 - ◇ Voluntary participation
 - ◇ No employer contribution
 - ◇ Public Employee Retirement System (PERS) – Two choices: PERS 2 or PERS 3 – specifics of the programs may be viewed online at www.drs.wa.gov

Olympic Region Clean Air Agency is an Equal Opportunity Employer.

TO APPLY

Persons interested in this position should submit the following information to the City of Olympia Human Resources Department:

- **Cover Letter**
- **Current Resume**

For additional information, please contact Linnaea Jablonski.

Phone: 360.753.8309

Email: ljablons@ci.olympia.wa.us

**Filing Deadline:
November 5, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined on the application materials. The most qualified candidates will be invited to personal interviews with ORCAA’s Hiring Agency (City of Olympia).

A select group of candidates will be asked to provide references once it is determined that they may be recommended as a finalist.

References will be contacted following candidate approval. Finalist interviews will be held by ORCAA.

Candidates will be advised of the status of the recruitment following selection of the Executive Director.



Olympic Region Clean Air Agency

Job Description: Executive Director

REPORTS TO: Board of Directors

DIRECT REPORTS: Engineering Manager, Compliance Manager, Administrative Services Manager, Office Manager, Senior Air Monitoring Specialist, Communications Manager, Network Administrator

Basic Purpose

Under Board direction and authority, administers and manages all activities of the Olympic Region Clean Air Agency (ORCAA). Ensures the Agency effectively administers and enforces the regulations and responsibilities set forth in the federal and Washington State Clean Air Acts and applicable ORCAA Regulations.

Summary of Duties and Responsibilities

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution. Administrative responsibilities include policy review and development; definition and measurement of agency goals and objectives; annual monitoring and evaluation of the effectiveness of the Agency's programs; development and adherence to the agency's budget; ensuring quality delivery of public services; collaboration with community groups, local jurisdictions, elected officials and state and federal governments.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies. Provides leadership for the agency and responds with direction and focus during difficult and potentially traumatic events.
- Ensures a safe working environment for ORCAA employees.
- Promote a diverse workplace which supports a positive, productive, fair, and safe learning environment and develops the organizational culture and promotes transparency and collaboration.
- Lead, support and develop a high-performance management team. Collaborating with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes, and personnel.
- Develop and implement the agency's strategic plan.
- Monitors regulatory and legislative developments affecting the Agency's programs, research issues, and implement changes in programs as appropriate. Provides comment and leadership as the Agency's representative on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies, agency direction, and focus.
- Reviews and updates, for board review and approval, the agency Policy and Procedure Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, compliance schedules and penalties. Ensures all laws and regulations are faithfully executed and uniformly enforced.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies, as necessary, on behalf of the agency during state and federal rule making proceedings, PCHB hearings and legal proceedings.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Actively engages with local government and other communities in ORCAA's jurisdiction. Seeks opportunities for cooperative projects. Regularly meets with service groups. Promotes ORCAA in the media and societal functions. Establishes effective working relationships with various advisory committees and intergovernmental committees and forums.

- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
- Performs other duties as assigned.

WORKING CONDITIONS

The Executive Director works primarily in an office setting with frequent contact with other members of the Agency, the governing Board, and others in the air quality field both locally and nationally. The Executive Director must be available to work early morning, lunch, evenings and/or weekends. This position is subject to the stress of managing competing demands, interacting with difficult people, and meeting program and project deadlines. Travel may be required to work in all 6 counties of the region and nationally.

EXPERIENCE, EDUCATION, AND TRAINING

The qualified applicant will have at least seven years of progressively responsible and well-rounded work experience in a management or administrative capacity with at least four years of direct supervision AND a bachelor's degree in public administration, environmental, physical, or natural sciences, environmental planning, or a related field. Master's degree in public administration, business administration or environmental field desirable but not mandatory. OR any combination of experience, education, and training that would provide the level of knowledge and ability required.

MANDATORY QUALIFICATIONS

Must be fully vaccinated for COVID-19

Must pass a background investigation. Must be bondable.

Must have a valid Washington State Driver's license and a driving record acceptable to the Board and the Agency's insurance carrier for the use of an agency vehicle for agency business. Must be able to provide own transportation to and from the ORCAA office in Olympia.

Verification of identity and United States work authorization must be complete as required by the Immigration Reform and Control Act.

ORCAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to BIPOC, race, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

EMPLOYEE STATUS DESIGNATION

Exempt; full-time; regular; salaried

SELECTION CRITERIA

Candidate should be a quick study, with the ability to interpret, analyze, and critique materials ranging from letters, memos, legal documents, and governmental regulations. Should also possess the ability to quickly become proficient in administering the agency's air quality regulations and programs.

Candidate should be able to analyze a variety of administrative or regulatory problems and to make sound recommendations as to their solution. In review of regulatory actions and assessments, able to make sound judgements, based on clear and objective assessment of the facts, looking at both long- and short-term ramifications. Considers advantages and disadvantages of proposals and offers statistical data, supportable documentation, and/or financial analysis to support recommendations.

Candidate will exhibit leadership in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships and a consistently high level of customer service. Leads by example maintaining a high level of intellectual curiosity and ethical judgement.

Candidate is knowledgeable about the methods and procedures to establish and administer an environmental control program, in addition to awareness of current trends and developments in the field of public administration.

Candidate excels at managing a busy, hectic workload. Meets deadlines, juggles multiple priorities, and works successfully under pressure.

Candidate demonstrates a talent for effective verbal and written communication of complex concepts. Ability to present complex and/or technical information to a variety of audiences in a clear, understandable, and non-technical manner. This may include the public, Board members, and federal, state, and local government officials and representatives.

Candidate employs management and organizational principles and practices as well as the ability to incorporate those in leadership behaviors.

Candidate establishes and maintains good working relationships with a diverse population of professionals and agency contacts at all levels of government

Candidate anticipates, expedites, and resolves problems that enables the agency to consistently provide an excellent quality of service delivery and/or be more productive with fewer resources or maximize the resources it has.