



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Bay Area Air Quality Management District Rules and Strategic Policy Director

<b>SALARY</b>	\$91.78 - \$111.56 Hourly \$7,342.75 - \$8,925.16 Biweekly \$15,909.29 - \$19,337.84 Monthly \$190,911.43 - \$232,054.03 Annually	<b>LOCATION</b>	CA, CA
<b>JOB TYPE</b>	Full Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	ET24.3.20	<b>DEPARTMENT</b>	Rules and Strategic Policy
<b>OPENING DATE</b>	03/20/2024	<b>CLOSING DATE</b>	4/19/2024 5:00 PM Pacific

### Description



The Bay Area Air Quality Management District (District) is a regional government agency. The District's statutory mandate is to regulate stationary sources of air emissions. The District accomplishes this goal through regulation of industrial facilities and conducts various outreach and incentive programs designed to encourage clean air choices.

The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The Air District is currently accepting applications for the position of **Rules and Strategic Policy Director** in the Rules and Strategic Policy Division. This is an open recruitment for one (1) full-time, exempt, management level position.

#### About the Position

The Director of Rules and Strategic Policy leads the development of new and modified regulations to be presented to the Board of Directors for consideration. Given the District's leadership in this space, the selected applicant will have a unique opportunity to make significant changes to protect public health, address environmental injustice, and protect the global climate.

This position will require some days on-site. Hybrid schedule will be determined based on a discussion of the needs of the agency and the desires of the selected applicant.

#### Definition

Under executive direction, the position directs all programs and activities of the Rules and Strategic Policy Division and

serves as the District's chief subject expert on rulemaking and associated policies. The position is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines.

### **Examples of Duties for this Position**

Directs, plans, monitors, and evaluates the goals, operations, policies, procedures and work standards of the Rules and Strategic Policy Division.

Plans, organizes, administers, reviews and evaluates the activities of assigned staff; coaches assigned staff to improve performance.

Selects personnel and provides for their training and professional development.

Provides technical and managerial direction to District staff and others.

Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major agency priorities.

Monitors and evaluates the effectiveness and efficiency of the division's operations, organizational structure, staffing levels, systems, and other internal policies and procedures; recommends alternative approaches and implements changes.

Represents the District at meetings with the public, industry and other agencies; serves as the liaison for the agency.

Plans, develops, implements or directs major or complex projects or programs; directs the research of complex, highly technical issues; analyzes alternative solutions or approaches; recommends most effective course of action.

Directs and oversees the preparation and administration of the division's budget.

Develops and presents technical and policy issues and recommendations to the District Board and executive management.

Receives and analyzes division and agency reports; directs the preparation of monthly and annual reports; directs the gathering and analysis of information and evaluate processes.

Assists in the identification, development and implementation of agency goals, objectives, policies, and priorities.

### **Minimum Qualifications**

A typical way to obtain the knowledge and skills is:

Equivalent to graduation from a four year college or university with major coursework in engineering or a closely related field and five years of professional level work experience in developing or implementing air quality regulations, preferably in a public agency, including three years of supervisory experience.

#### Desirable Qualifications

Experience developing air quality regulations, especially for stationary sources.

Experience working in partnership with community advocates to address environmental injustice.

## How to Apply & Selection Criteria

Interested individuals must submit a completed Air District application by **5:00 p.m. on Friday, April 19, 2024**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply. Resumes are encouraged, but not mandatory, and are not accepted in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned.

### Selection Criteria

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The District is an Equal Opportunity Employer.

[https://www.youtube.com/embed/blwt9DmcYNk????  
&wmode=opaque&rel=0&wmode=opaque&rel=0&wmode=opaque&rel=0&wmode=opaque&rel=0](https://www.youtube.com/embed/blwt9DmcYNk????&wmode=opaque&rel=0&wmode=opaque&rel=0&wmode=opaque&rel=0&wmode=opaque&rel=0)

### **Agency**

Bay Area Air Quality Management District

### **Address**

375 Beale Street Suite 600

San Francisco, California, 94105

### **Phone**

415-749-4980

### **Website**

<http://www.baaqmd.gov>