

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: AIR QUALITY MANAGEMENT DISTRICT PROGRAM COORDINATOR
DEPARTMENT: AIR QUALITY MANAGEMENT DISTRICT
REPORTS TO: AIR POLLUTION CONTROL OFFICER
CIVIL SERVICE: NO

CLASS CODE: 0150
FLSA STATUS: N
DATE: 12/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under direction of the Air Pollution Control Officer, supervises administrative staff and performs a variety of highly complex administrative and program coordination functions in support the Air Quality Management District. Examples of duties include: coordinating work processes; training administrative staff and appraising performance; developing various, complex (often confidential) reports requiring extensive research and gathering of information and/or statistics; maintaining personnel files and generating related paperwork; preparing and or monitoring contracts and related documents; developing and maintaining various filing systems; assisting in and/or developing policies and procedures; developing the budget under direction of the APCO and tracking budget expenditures; providing support to the Air Quality Management District Hearing Board; monitoring and coordinating District programs which includes tracking timelines, assessing fees, assisting with the processing of permit applications, and related administrative program duties.

DISTINGUISHING CHARACTERISTICS:

Air Quality Management District Program Coordinator is a single incumbent classification specific to the Air Quality Management District. It is distinguished from Office Services Supervisor by its responsibility for supervising the administrative support operations of the District, as well as for tracking, monitoring and coordinating District specific programs.

SUPERVISION EXERCISED:

Exercises direct supervision over District administrative staff.

ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following:*

- Carries out supervisory/managerial responsibility of administrative staff in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work, establishing deadlines, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Oversees the daily office procedures and workflow of the District including front counter as well as many of the business functions of the District; receives, reviews and processes various financial records and transactions, ensuring accuracy and adherence to policy and applies approval; relieves the Air Pollution Control Officer (APCO), as directed, of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating District policies and procedures, and updating publications for final approval. Provides information, advice, feedback, or assistance to others within the District to refine work outputs or resolve problems. Reports unresolved administrative and/or operational problems to supervisor.
- Under direction from the APCO, develops and monitors the District budget, by researching and justifying requests, advising on choices, making recommendations, typing, calculating, and coordinating completion; maintains budget records throughout the year, balances and reconciles budget, and prepares quarterly financial reports; attends budget meetings/hearings. Monitors financial information for various District programs to ensure dedicated funds properly expensed and tracked.
- Develops, communicates, and monitors policies, procedures, and standards for the District related to administrative support functions; recommends improvement when necessary.
- Prepares payroll reports for District. Prepares and processes claims, purchase orders and/or vouchers by entering pertinent information into the computer and distributing and/or filing supporting documents. Assigns expenses to proper funding source.
- Coordinates District information systems projects/needs, arranges for system or software installation or upgrades and/or performs or schedules related training for staff members.
- Coordinates District permit program by receiving and processing applications for air quality permits, entering data, tracking permit review process, and working with District personnel to ensure applications are processed and permits are issued in a timely manner; ensures reports related to program are completed and submitted in accordance with regulations.
- Serves as Clerk of the Air Quality Management District Hearing Board; receives applications; schedules hearings; prepares and publishes public notices; prepares draft orders; prepares correspondence to and for Hearing Board; keeps

records of hearings and meetings.

- Assists inspection staff by contacting permit holders to obtain pertinent information regarding permit.
- Monitors District regulations and fee programs and recommends modifications when needed.
- Assesses and prepares annual permit renewal bills; calculates and receives payments.
- Processes and maintains all confidential personnel records and payroll information for the District, including generating personnel transactions, setting up interviews, maintaining filing system, Ensures payroll expenses are assigned to proper District programs.
- Formats and types letters, memos, charts, labels, reports, or other correspondence on a computer, word processor or typewriter and proofs correspondence and related documents; composes correspondence in accordance with standard policies; types documents containing complex terminology; prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; composes confidential correspondence and maintains files associated with same.
- Relays and interprets administrative decisions, policies and instructions; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.
- Maintains contracts which include monitoring flow of documents, consulting with and advising staff of essential elements of contracts, conferring with financial staff, and managing related filing systems.
- Assists Air Quality Specialist staff by researching information needed for administrative grant management; manages related filing system and billing.
- Confers with APCO to keep him/her informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to .APCO.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade publications.
- Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Microfiche Machine
Cassette Duplicating Equipment

Typewriter
Computer Database
Report generation software

General Office Equipment
Transcription Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college (four year business/accounting degree preferred); AND, four years of progressively responsible experience performing administrative and office duties that involved assisting with tracking and monitoring air quality issues and related programs as well as developing and tracking budgets and maintaining confidential personnel information with at least one year of demonstrated lead worker experience; or an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of supervision and training.
- Administrative principles and practices including goal setting and implementation.
- Administration of staff and activities either directly or through subordinate supervision.
- Laws, legislation, codes, ordinances that govern the work including Health and Safety Code.
- California Air Pollution Control Law.
- Air Quality Regulations, policies, and procedures.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- Air Pollution Control programs.
- General accounting processes and procedures.
- County government organization and operations.
- Lease and contract administration.
- Computerized legal research.
- Grant research and administration.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a word processor and personal or on-line computer.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Budget development and management.
- Personnel policies and practices.
- Record keeping, report preparation, filing methods and records management techniques.
- Database data entry and tracking
- General office procedures, policies and practices, as well as knowledge of computer applications and hardware and other general office equipment related to the performance of the essential functions of the job.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Researching, interpreting, and applying various laws, regulations, and codes related to air quality.
- Track and coordinate multiple programs.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Typing from rough draft or printed text using a keyboard at a speed sufficient to perform the duties of the job.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines.

Mental and Physical Ability to:

- Read and interpret documents such as operation and maintenance instructions, procedure manuals etc.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment (at the discretion of the supervisor).
- Apply logical thinking to solve problems or accomplish tasks, understand, interpret and communicate complicated policies, procedures and protocols.
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when

possible.