



EMPLOYMENT ANNOUNCEMENT

Air Quality Specialist

SALARY RANGE: \$60,000 TO \$100,000 PER YEAR
(Depending On Qualifications)

Application Deadline: February 2, 2024

Location: Downtown Sacramento, California, and Partial Remote on a Fixed Schedule

General: This position is under the direction of the Executive Director and provides project management, legislative, and committee support to the [California Air Pollution Control Officers Association](#) (CAPCOA), representing the 35 local air quality management districts and air pollution control districts in California. The Air Quality Specialist will be responsible for administering various federal and state grant programs, staffing multiple CAPCOA committees, representing CAPCOA at agency and stakeholder meetings, and assisting with public outreach on behalf of the Association. The position will require in-state travel.

Specific Tasks:

- Work with member air districts to calculate cost effectiveness, identify possible projects, and submit reports on status of grant programs to the CAPCOA Executive Director, Board, and member districts.
- Responds to inquiries from air district members, government agencies, and the public.
- Assists with development and administration of other programs on behalf of local air districts.
- Coordinates with committee chairs as the Board's liaison.
- Assists with tracking legislation, schedules legislative committee conference calls, develops support or opposition letters, and attends key hearings at the Legislature.
- Coordinates information sharing between air districts on regulatory activities, local programs, best practices, and environmental justice issues.
- Assists with and performs other tasks, as directed by the Executive Director.

Skills and Abilities: The ideal applicant should have experience in managing multiple projects, tracking legislation, coordinating activities with a variety of organizations and districts, and presenting reports. At a minimum, the applicant must have a high degree of self-awareness, be emotionally intelligent, and be able to actively communicate the status of programs and projects to the Executive Director and Board members.

QUALIFICATIONS

Required:

- Bachelor's degree in physical science, environmental science, social science, engineering, planning, or other related subjects.
 - Alternatively, individuals with at least 5 years of experience as a CAPCOA Air Quality Technician or increasing responsibility performing the equivalent duties of an [Air Resources Technician II](#) as defined by CalHR/State of California may apply in lieu of meeting the educational requirement.
- Basic knowledge of air quality programs including the role of air districts, CARB, and U.S. EPA in air quality management at the local, state, and federal levels.
- Experience with providing support to constituents, members, or other entities.
- Excellent writing and presentation skills.

Preferred:

- Excellent interpersonal skills and previous experience of interacting with the highest levels of management.
- Works well in a team environment and actively takes steps to meet goals or complete products.
- Experience managing complex projects with multiple deadlines.
- Experience with tracking legislation.
- Experience working with governmental entities and an understanding of statutory requirements that guide their work.

Special Requirements: Will be required to operate a motor vehicle on Association business, therefore must possess a valid Class C California driver's license and meet motor vehicle insurability standards.

Benefits: Medical/Dental/Vision; 401(k) with match; Vacation, Holiday, and Sick Leave.

To apply for this position, please submit the following documents to **Kellie Keitt** (kellie@capcoa.org) by email or by mailing hardcopy to the address listed on the application form. Mailed applications must be postmarked by the application due date to be considered.

To apply, please submit:

- ☐ **Application form.**
- ☐ **Cover letter describing your interest in the position.**
- ☐ **Resume.**