



TITLE: AIR POLLUTION ADMINISTRATION SPECIALIST

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general supervision, performs a variety of routine secretarial and administrative projects and assignments involving the compilation and evaluation of data and prepares recommendations for administrative and professional staff review; assists in the coordination and dissemination of program and project information to Tehama County Air Pollution Control District staff and the public; operates automated office equipment and generates reports; and does other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Air Pollution Control Officer or designee. The Air Pollution Administration Specialist may direct staff on a project-by-project basis. No permanent full-time staff to supervise.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to assist management, supervisory and professional staff in administering a variety of departmental programs, projects and operations by performing para-professional administrative assignments. This class is further characterized by performing coordination and liaison responsibilities with representatives of other divisions, public agencies, and private industry to collect and disseminate requisite program and project information. This class is distinguished from clerical classes by the analytical requirements necessary to collect and evaluate data in order to prepare appropriate recommendations on routine administrative projects and assignments. This is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assists in the administration of Risk Management programs; prepares and/or reviews accident/loss reports, claims, insurance applications, questionnaires, and surveys; performs other Risk Management duties as directed.
- Assists in Purchasing programs and functions as assigned.
- Conducts studies as assigned relating to any matter under the direct or indirect authority of the Air Pollution Control Officer.

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- Assists in coordinating the activities of assigned projects by reviewing program objectives, compliance, and procedures and timelines.
 - Meets representatives of other divisions, public agencies and private industry to provide and clarify information.
 - Coordinates and monitors the development of grant documents including finance tracking, public outreach and the timely submittal of requisite data and reports.
 - Develops programs and conducts training as necessary for the department.
 - Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel, appointed boards, and commissions; arranges for meeting rooms, may attend meetings and take minutes.
 - Under general direction of the Air Pollution Control Officer, may direct the work of other office staff on a project-by-project basis.
 - Serves as a liaison between key department personnel and other County departments, law enforcement agencies, news media, and the general public.
 - Screens and responds to calls, visitors, and mail; addresses complaints and requests for information, including complex or unusual cases requiring research, resolution, or referral;
 - Assists in interpreting and applying regulations, policies, procedures, and systems;
 - Provides front counter assistance, directs visitors to appropriate staff or locations, and tracks public inquiries in relevant databases.
 - Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
 - Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
 - Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
 - Receives, codes, logs, schedules, and distributes service requests and work orders.
 - May review expenditure requests for staff, services, supplies, and equipment with appropriate staff members to determine appropriateness; prepares and presents recommendations for administrative review to identify and justify expenditures for specific requests;
 - May compile the annual and mid-year budget revisions for the division; monitors and controls budget accounts to ensure appropriate spending by reviewing printouts of major expenses.
 - Performs a variety of administrative assignments for managerial, supervisory, and professional staff in the compilation, review, and dissemination of program and project data and information; compiles data from various sources and arranges in proper format;
 - Performs accurate mathematical, financial, and statistical computations required for report preparation and records maintenance;
 - Prepares narrative and statistical reports, letters, memoranda, etc., as requested; reviews and evaluates data and develops written recommendations for review.

- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Methods and techniques for gathering compiling, analyzing and presenting data and report preparation;
- Arithmetical computations required for recordkeeping purposes to compile budget or project cost estimates.
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures;
- Modern office practices, methods, and equipment, including computer equipment;
- Computer applications related to the work;
- Principles of business letter writing;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Record keeping principles and procedures;
- Basic bookkeeping and accounting practices including County budgeting and financial operations;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Conduct research, abstract and present data, and prepare recommendations on administrative projects and assignments.
- Respond to and effectively prioritize multiple phone calls and other requests for service;
- Compose correspondence and reports independently or from brief instructions; maintain records and databases;
- Make accurate arithmetic, financial, and statistical computations;
- Perform responsible clerical support work with accuracy, speed, and minimal supervision;
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Organize own work, set priorities, and meet critical time deadlines;
- Learn, interpret, and apply administrative and departmental policies and procedures;
- Organize, maintain, and update office database and records systems;
- File materials alphabetically, chronologically, and numerically;
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Operate modern office equipment, including calculators, copiers, and computer equipment;

- Use word-processing, database, spreadsheet, and graphics software applications programs;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines;
- Maintain high personal standards of ethics and integrity;
- Make sound, educated decisions;
- React calmly and professionally in emergencies, emotional and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic, and economic backgrounds.

Education & Experience:

Any combination of training and experience which 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 twelfth (12th) grade and supplemental training or coursework in secretarial skills, business administration, or computer applications related to the work. An Associates Degree is highly desirable.
- One (1) year of experience performing administrative support work which included gathering and evaluating data and developing reports and/or recommendations for administrative action, preferably involving the supervision of others or in a lead capacity.
- Other combinations of education & experience may be considered.

License & Special Requirements:

- A valid Class C California driver's license or alternative form of transportation may be required for some positions at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be exposed to dust, scents and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**