

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



JOB ANNOUNCEMENT

Position: Burn Program Coordinator

Salary: \$3,542-\$7,036 per month paid bi-weekly, District Payroll Range 400 (salary is commensurate with education and experience)

To Apply: Please submit the completed employment application, cover letter, and resume to (no faxes):
Financial & Administrative Services Division Manager
North Coast Unified Air Quality Management District
707 L Street
Eureka, CA 95501
Employment applications and a complete job description are available online at www.ncuaqmd.org, at the District office, or call (707) 443-3093.

Due Date: Position open until filled

Position Description (a complete job description is available at www.ncuaqmd.org)

Under the direction of the APCO and/or the Deputy APCO, the Burn Program Coordinator primarily implements the District's Burn Permit Program (issuance and renewal of burn permits), Burn Program (including approval of Smoke Management Plans and authorization of daily burning), and coordination of the District's response to wildfire smoke impacts within the District's jurisdiction. The position manages, oversees, coordinates, schedules, and implements all aspects of the District's Burn Permit Program. The position is responsible for the issuance of burn permits, implementing annual burn permit renewals, making Burn Day determinations, maintaining the burn permit database, and reconciling burn permit payments and the online burn permit payment system. The position also provides outreach presentations, prepares reports and statistics, and coordinates with local, state, and federal fire agencies. In addition, the position oversees, coordinates, and approves Smoke Management Plans (SMPs) issued for prescribed burn projects. The position also manages, oversees, coordinates, and implements the District's public response to wildfire smoke impacts as necessary; these duties may include, but are not limited to, closely monitoring smoke impacts from active wildfires, coordination of wildfire update meetings, review of daily wildfire updates from agencies, review of available monitor data, coordination with local, state and federal fire agencies, and issuance of Public Service Announcements, Air Quality Smoke Advisories as necessary.

Benefits Summary

Retirement: California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 depending on member's CalPERS status at time of enrollment.

District does not participate in Social Security portion of FICA, only Medicare.

Health Benefits: CalPERS health benefits plan premium paid by the District at no cost to the employee or dependents, while all deductibles and copayments are the responsibility of the employee.

Dental - Delta Dental PPO Insurance plan (Medium Plan, Employee +1 Dependent) where the District's contribution is fixed at the 2012 premium rate.

Vision - VSP Vision plan (Option 3, Plan B, In Network, Employee +1 Dependent) where District's contribution is fixed at the 2012 premium rate.

Life Insurance: \$50,000 term policy (employee only), where District's contribution is fixed at the 2012 premium rate

Holidays: 13 paid days + 1 floating holiday.

Leaves of Absence: Vacation Leave: 12 days/yr, Vacation accrual rate based on a continuous years of employment schedule; Sick Leave: 12 days/yr.

Deferred Compensation: 457 Plan available through payroll deduction. No matching contribution by District.

- Successful applicants must possess a valid California Driver License.
- The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this announcement may be modified or revoked.

North Coast Unified Air Quality Management District is an equal opportunity employer.



Job Description: **BURN PROGRAM COORDINATOR**

GENERAL:

Under the direction of the APCO and/or the Deputy APCO, the Burn Program Coordinator primarily implements the District's Burn Permit Program (issuance and renewal of burn permits), Agricultural Burn Program (including approval of Smoke Management Plans and authorization of daily burning), and coordination of the District's response to wildfire smoke impacts within the District's jurisdiction.

The position manages, oversees, coordinates, schedules, and implements all aspects of the District's Burn Permit Program. The position is responsible for the issuance of burn permits, implementing annual burn permit renewals, making Burn Day determinations, maintaining the burn permit database, and reconciling burn permit payments and the online burn permit payment system. The position also provides outreach presentations, prepares reports and statistics, and coordinates with local, state, and federal fire agencies. In addition, the position oversees, coordinates, and approves Smoke Management Plans (SMPs) issued for larger prescribed burn projects. The position serves as the official custodian of the burn permit computer databases, burn permit records, and smoke management plans.

The position also manages, oversees, coordinates, and implements the District's public response to wildfire smoke impacts as necessary. These duties may include, but are not limited to, closely monitoring smoke impacts from active wildfires, coordination of wildfire update meetings, review of daily wildfire updates from agencies, review of available monitor data, coordination with local, state and federal fire agencies, and issuance of Public Service Announcements, Air Quality Advisories and Alerts as necessary.

EXAMPLES OF PRINCIPLE DUTIES:

- Issuance and management of daily burn permits;
- Plans, coordinates, schedules, and implements the annual re-issuance of standard and non-standard burn permits;
- Manage, review, and approve Smoke Management Plans (SMPs) for larger prescribed burn projects;
- Daily issuance of Burn Authorizations;
- Review, inspection, and approval of fire training burns as required;
- Reviews available meteorological information for smoke impacts and makes daily Burn Day determinations;
- Manages, oversees, coordinates, and implement the District's public response to Wildfire smoke impacts as necessary;

- Closely monitoring smoke impacts from active wildfires;
- Coordination of wildfire update meetings, review of daily wildfire updates from agencies, review of available monitor data, coordination with local, state and federal fire agencies, and issuance of Public Service Announcements, Air Quality Advisories and Alerts as necessary;
- Track and reconcile burn permit payments received in the Front Office and via online purchases, and provide this information to the District's Controller.
- Maintain burn permit records, submitted smoke management plans, and the District's burn permit database;
- Prepare regular reports for the District and state agencies;
- Maintain supplies as needed to successfully implement the burn permit program;
- Serves as a liaison with the public, and local, state, and federal fire protection agencies concerning the burn permit program and wildfire smoke notifications;
- Works with District staff to identify potential violations of burn permit regulations;
- Answers questions, provides forms, explains District burn program policies and procedures, and provides information to the public, District staff and others;
- Processes requests for information on related policies, rules, complaints, investigations, and correspondence concerning the burn permit programs;
- Prepares, coordinates, and assists with files and information for District grant and/or other programs as assigned, including, but not limited to the Carl Moyer Program and other grant programs.
- Acts as an information source to the public regarding air pollution control activities;
- At the direction of District management, prepares reports and records related to air quality control;
- Support and assist in the implementation of changes to District rules and regulations;
- Participate in public outreach events as necessary;
- Investigates sources and complaints related to air quality control regulations;
- Serve as support and/or backup as necessary as the Clerk of the Boards, or in processing Public Records Requests (PRRs);
- Maintains assigned District files and/or mailing lists;
- Assists as support staff for the Front Office functions;
- Other duties as assigned.

The position reports to the APCO or Deputy APCO.

EDUCATION AND EXPERIENCE:

- Two years of progressively responsible lead clerical experience involving support for technical or regulatory programs, or two years of education beyond High School that provides a level of education equivalent to an associate degree. Preference will be given to applicants with a 4-year business or science degree, or equivalent combination of education and experience.
- Two years of experience providing administrative and/or front office support services to a governmental or regulatory body;
- One year progressively responsible clerical lead. Equivalent demonstrated experience such as five years of progressively responsible administrative or clerical experience;

- Excellent customer service skills;
- The ability to work effectively and efficiently under pressure situations;
- The ability to deal effectively with the general public in a variety of situations including angry or frustrated people;
- General knowledge of the District's Burn Authorization Program and associated regulations;
- The ability to establish and maintain effective working relationships as needed;
- The ability and willingness to attend meetings outside of the regular working hours;
- Basic computer skills, including spread sheet preparation;
- Possession of valid California Drivers License.

DESIRABLE QUALIFIICATIONS:

- Basic work planning and scheduling ability;
- Excellent verbal and written communication skills;
- Ability and willingness to attend meetings outside the regular working hours or the District;
- Ability to deal effectively and calmly in difficult situations dealing with sources and the general public;
- Knowledge of basic Air Pollution principles and practices;
- Standard office practices and methods including filing systems, document preparation and the operation of standard office equipment, including word processing.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 400. (400.1: \$3,542-\$4,319, 400.2: \$4,535-\$5,513, 400.3: \$5,904-\$7,036). ***Salary is commensurate with education and experience.***