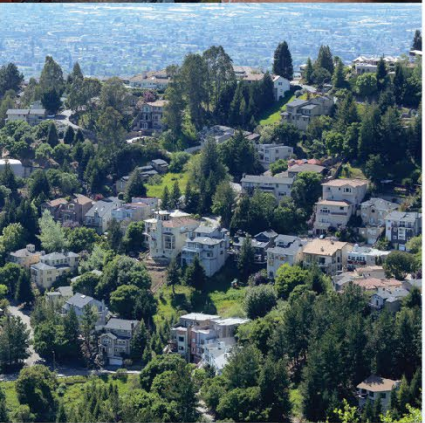


Manager (Finance)





ABOUT THE POSITION:

The Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air District accomplishes this goal through regulation of industrial facilities and 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 **Manager** in the Finance Office. **This is an open recruitment for two (2) full-time, exempt, management positions.**

The Finance Office is responsible for maintaining the fiscal stewardship and financial accountability of the District. These responsibilities include accounting activities, financial audits and reporting, vendor payments, receipt of permit fees, asset management and maintenance of the District's financial system. The office is also responsible for the development of the District's annual budget and annual cost recovery analysis, the fiscal maintenance and financial reporting of all federal and state grants.

EXAMPLES OF DUTIES:



Directs, organizes, assigns, reviews, and evaluates the work of assigned staff; selects and trains staff and provides for their professional development.



Directs the preparation, maintenance, verification, and reconciliation of a wide variety of reports.

Develops and implements goals, objectives, policies, procedures, and work standards for the assigned programs.

Develops, reviews, and recommends improved methods and procedures.

Directs the maintenance of and maintains accurate records; prepares clear and concise reports, correspondence and other written materials.



Analyzes technical issues, prepares and presents reports and recommendations regarding operational and policy issues to the Board, various committees, and other groups.

Analyzes and reviews local, state, and federal legislation to determine its impact on the District.

Responds to requests for public information regarding the District's policies, procedures and operations.

Represents the District and assists the Director/Officer as assigned.



QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Equivalent to graduation from a four (4) year college or university with major coursework in a job-related field and four (4) years of professional level work experience preferably in a public agency, of which at least two (2) years were at a supervisory level. Some positions may require specialized training, education and experience.

DESIRABLE QUALIFICATIONS

Government accounting and budgeting experience in highly desirable.





Salary: \$145,626.89– \$177,010.40 Annually



Health Benefits

The Air District provides a wide range of benefits including medical, dental, and vision coverage to employees and their dependents along with life insurance and disability plans. The Air District pays 100% for employee-only coverage and pays 90% for dependent coverage.



Vacation Leave Allowances

Approximately 96 hours of vacation leave per year. Accrual rate increases with years of service. Management employees receive an additional 80 hours of management leave.



Holidays

14 paid holidays per year. Employees will also be granted 36 hours of floating holidays per fiscal year. Management employees receive 72 hours of floating holidays per year.



Sick Leave Allowances

Accrual rate of 3.69 hours per pay period.



Retirement

CalPERS 2% at 62 formula for new members, or 2% at 55 formula for existing or "classic" CalPERS members



Money Purchase Pension Plan

The Air District participates in a Money Purchase Pension Plan.



457 Deferred Compensation Plan

The Air District provides a 457 deferred compensation plan through ICMA-RC.



Transit/Carpool Subsidy

Transit/Carpool subsidy is available to employees who take public transportation, bike or carpool to work. Management employees receive additional benefits.



Education Reimbursement

Education reimbursement is available for employees for job-related education and skills enhancement pursuits.



Work Schedule and Arrangement

Employees have the option to participate in a flexible work schedule and remote work.



Employee Assistance Program

The Air District offers an Employee Assistance Program, which provides free confidential counseling services to employees and members of their



HOW TO APPLY & SELECTION CRITERIA:

HOW TO APPLY

Interested individuals must submit a completed Air District application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on February 14, 2022**. Applications are accepted online; please visit our website at www.baaqmd.gov/jobs to apply.

SUPPLEMENTAL QUESTIONS INSTRUCTIONS

Individuals who apply for this position must respond to each of the required supplemental questions. Applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

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.

The Air District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Equal Employment Opportunity

It is the Air District's policy to provide equal employment opportunities for all persons without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age or sexual orientation.

Human Resources Office
415.749.4980
HR_Staff@baaqmd.gov



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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