LRAPA
Lane Regional Air Protection Agency

Financial Update
FY 2023-24
July 31, 2023

	Prior Yr. Actuals FY 22-23 July 31, 2022**	FY 23-24 July 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
General Fund				
Beginning Fund Balance**	**2,179,644**	**2,359,639**	**2,139,232**	**220,407**
Revenues				
Federal & State Revenues	74,484	96,762	1,078,514	(981,752)
Local Dues	196,273	93,573	201,550	(107,977)
Permit Fees	25,709	12,306	1,260,739	(1,248,434)
Other Revenues	2,376	11,197	50,000	(38,803)
Total Revenue Received	**298,841**	**213,837**	**2,590,803**	**(2,376,966)**
Resources Grand Total	**2,478,485**	**2,573,476**	**4,730,035**	
Expenditures ^				
Personnel Services	125,425	165,969	1,761,213	9%
Materials & Services	43,315	81,424	743,870	11%
Capital Improvements	0	2,512	130,000	2%
Total Expenditures	**168,740**	**249,904**	**2,635,083**	

	Prior Yr. Actuals FY 22-23 July 31, 2022**	FY 23-24 July 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Special Revenue (Title V)				
Beginning Fund Balance**	103,788	54,277	42,687	11,600
Revenues				
Permit Fees	0	0	515,417	(515,420)
Total Revenue Received	**0**	**0**	**515,417**	**(515,420)**
Resources Grand Total	**103,788**	**54,277**	**558,104**	**$ (503,830)**
Expenditures ^				
Personnel Services	50,516	21,674	475,939	5%
Materials & Services	144	550	17,207	3%
Total Expenditures	**50,660**	**22,224**	**493,146**	

	Prior Yr. Actuals FY 22-23 July 31, 2022**	FY 23-24 July 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Grant Fund				
Beginning Fund Balance**	**0**	**0**	**0**	**0**
Revenues				
EAP Tag 1 &2	0	97,583	1,403,000	(1,305,400)
Total Revenue Received	**0**	**97,583**	**1,403,000**	**(1,305,400)**
Resources Grand Total	**0**	**97,583**	**1,403,000**	
Expenditures ^				
Personnel Services	4,505	2,385	75,616	3%
Materials & Services	35,643	16,805	1,327,384	1%
Capital Outlay	0	3,875		
Total Expenditures	**40,148**	**19,190**	**1,403,000**	

	Prior Yr. Actuals FY 22-23 July 31, 2022**	FY 23-24 July 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Enterprise Fund (AirMetrics)				
Beginning Fund Balance**	1,210,100	1,160,323	1,287,525	(127,200)
Revenues				
Sales: Portable Samplers PM2.5	3,394	0	243,000	(243,000)
Sales: Portable Samplers PM10	0	0	100,000	(100,000)
Sales: Portable Samplers TSP	0	0	50,000	(50,000)
Sales: Portable Samplers APM	0	0	50,000	(50,000)
Sales: Accessories	2,560	1,230	103,000	(101,800)
Sampler Rental Income	0	0	6,300	(6,300)
Sampler Calibration Fee	0	525	8,050	(7,500)
Interest, Misc. & Freight	950	1,959	23,289	(21,300)
Total Revenue Received	6,904	3,714	583,639	(579,925)
Resources Grand Total	**1,217,004**	**1,164,037**	**1,871,164**	
Expenditures ^				
Personnel Services	12,099	6,890	160,870	4%
Materials & Services	1,300	37,565	397,269	9%
Total Expenditures	**13,400**	**44,455**	**558,139**	

** FY22-23 Beginning Fund Balances are estimates until FY23 Audit is completed. Actuals : All numbers rounded to the nearest $100.

LRAPA
Lane Regional Air Protection Agency

Financial Update
FY 2023-24
August 31, 2023

	Prior Yr. Actuals FY 22-23 August 31, 2022**	FY 23-24 August 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
General Fund				
Beginning Fund Balance**	**2,179,644**	**2,359,639**	**2,139,232**	**220,407**
Revenues				
Federal & State Revenues	129,800	104,908	1,078,514	(973,606)
Local Dues	196,273	93,573	201,550	(107,977)
Permit Fees	233,020	205,015	1,260,739	(1,055,724)
Other Revenues	4,691	11,197	50,000	(38,803)
Total Revenue Received	**563,783**	**414,693**	**2,590,803**	**(2,176,110)**
Resources Grand Total	**2,743,427**	**2,774,332**	**4,730,035**	
Expenditures ^				
Personnel Services	257,690	310,778	1,761,213	18%
Materials & Services	95,544	87,671	743,870	12%
Capital Improvements	0	6,365	130,000	5%
Total Expenditures	**353,234**	**404,814**	**2,635,083**	

	Prior Yr. Actuals FY 22-23 August 31, 2022**	FY 23-24 August 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Special Revenue (Title V)				
Beginning Fund Balance**	103,788	54,277	42,687	11,600
Revenues				
Permit Fees	424,246	592,011	515,417	76,590
Total Revenue Received	**424,246**	**592,011**	**515,417**	**76,590**
Resources Grand Total	**528,034**	**646,288**	**558,104**	**$ 88,180**
Expenditures ^				
Personnel Services	95,312	61,432	475,939	13%
Materials & Services	203	1,008	17,207	6%
Total Expenditures	**95,515**	**62,440**	**493,146**	

	Prior Yr. Actuals FY 22-23 August 31, 2022**	FY 23-24 August 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Grant Fund				
Beginning Fund Balance**	**0**	**0**	**0**	**0**
Revenues				
EAP Tag 1 &2	0	97,583	1,403,000	(1,305,400)
Total Revenue Received	**0**	**97,583**	**1,403,000**	**(1,305,400)**
Resources Grand Total	**0**	**97,583**	**1,403,000**	
Expenditures ^				
Personnel Services	8,768	6,799	75,616	9%
Materials & Services	118,376	79,204	1,327,384	6%
Capital Outlay	0	1,937		
Total Expenditures	**127,144**	**86,004**	**1,403,000**	

	Prior Yr. Actuals FY 22-23 August 31, 2022**	FY 23-24 August 31, 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Enterprise Fund (AirMetrics)				
Beginning Fund Balance**	1,210,100	1,160,323	1,287,525	(127,200)
Revenues				
Sales: Portable Samplers PM2.5	36,047	0	243,000	(243,000)
Sales: Portable Samplers PM10	0	0	100,000	(100,000)
Sales: Portable Samplers TSP	0	0	50,000	(50,000)
Sales: Portable Samplers APM	0	0	50,000	(50,000)
Sales: Accessories	22,145	1,230	103,000	(101,800)
Sampler Rental Income	0	0	6,300	(6,300)
Sampler Calibration Fee	0	525	8,050	(7,500)
Interest, Misc. & Freight	3,022	4,074	23,289	(19,200)
Total Revenue Received	61,215	5,829	583,639	(577,810)
Resources Grand Total	**1,271,315**	**1,166,151**	**1,871,164**	
Expenditures ^				
Personnel Services	27,094	19,663	160,870	12%
Materials & Services	61,354	56,134	397,269	14%
Total Expenditures	**88,448**	**75,797**	**558,139**	

** FY22-23 Beginning Fund Balances are estimates until FY23 Audit is completed. Actuals : All numbers rounded to the nearest $100.

LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

Date: October 17, 2023

To: Bryan Cutchen, Chair and LRAPA Board Members

Department: Administration

From: Susannah Sbragia

Subject: Navigating Federal Shutdown

STAFF REPORT

ISSUE STATEMENT:
The purpose of this staff report is to provide information on facing a Federal Government shutdown and what the impacts are on LRAPA.

BACKGROUND:
The phenomenon of a Federal Government shutdown has been recurrent since 1977. Over this period, there have been 20 shutdowns, averaging 8 days each. The longest of these lasted 34 days in 2018. Remarkably, half of these shutdowns led to agency closures with employees being furloughed due to the funding gap.

GOING FORWARD:
The fact that our economy is constantly moving and an ever-changing situation requires planning for economic uncertainty in our budget, but also in the planning of our contingencies and ending fund balances to ensure that LRAPA funding remains stable.

The information we have received so far from the federal grantors is that we should be able to draw down funds during a federal shutdown. Grantors are preparing for what could happen at the end of the 45-day holding period. The grants offices plan to send us a formal statement once the situation is confirmed.

The current fiscal year has a projected beginning fund balance in the general fund which is estimated to be 2.3 million. Additionally, LRAPA's forward-looking financial forecasting model anticipates that we remain aligned with fiscal policy projections for the next five years—and demonstrates that LRAPA is in a solid fiscal position.

LRAPA is not anticipating any issues with the continued movement of grant funded projects. We are also being proactive and developing estimates in preparation for issues if we can't draw down funds in conjunction with a federal shutdown lasting longer than 30 days.

STAFF RECOMMENDATION: Informational only

LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

Date: October 17, 2023

To: Bryan Cutchen, Chair and LRAPA Board Members

Department: Administration

From: Susannah Sbragia, Acting Interim Director

Subject: Director Search-Initial Planning

STAFF REPORT

ISSUE STATEMENT:
The transition in LRAPA's leadership necessitates planning for the recruitment and hiring of a new Director. This report seeks to lay the foundation for the search, detailing relevant Oregon Revised Statutes (ORS) provisions, historical background of prior directors, and the most recent job description.

BACKGROUND:
The Board of Directors voted on September 29, 2023, to appoint Mrs. Susannah Sbragia as the acting Director following the conclusion of employment for the previous Director. As LRAPA plans for long-term leadership, it's essential to revisit the guiding principles and requirements for the Director position as outlined in state law and agency needs.

OREGON STATUTE: (Link GENERAL ADMINISTRATION ORS)
In the context of LRAPA, the references to the Environmental Quality Commission (EQC) in the ORS can be understood to pertain to LRAPA's Board of Directors, and the Department of Environmental Quality can be understood to pertain to the Lane Regional Air Protection Agency.

According to the Oregon Revised Statutes (ORS §§ 468.040, 468.045, 468.050), the Director is appointed by the Environmental Quality Commission and serves at its pleasure. The Director's salary is set by the commission unless otherwise specified by law. In their role, the Director serves as the administrative head of the Department of Environmental Quality and has the authority to hire, assign, and coordinate personnel, subject to budgetary and legal limitations. They are also responsible for administering and enforcing state laws related to environmental quality. Furthermore, the Director can represent the interests of Oregon citizens in environmental quality matters before any public officer, commission, or body within the United States. Additional duties include prescribing regulations for the department and delegating powers and functions to other department employees. With commission approval, a Deputy Director can be appointed who serves at the Director's pleasure and has full authority to act on their behalf.

There is no legal requirement under the Oregon Revised Statutes, Oregon Administrative Rules, or DEQ regulations that set specific requirements on the Director’s qualifications. As a result, the Board has the

latitude to define the Director's duties. This also gives the Board the ability to set the qualifications deemed necessary to meet those responsibilities.

JOB DESCRIPTION:
The last job posting characterized the Director as a strategic leader responsible for articulating complex environmental regulations to elected officials and the public. While it required a bachelor's degree in a relevant field and seven to 10 years of increasingly responsible managerial experience, a preference for environmental program expertise was noted but not mandated.

Moreover, candidates were expected to have strong budgeting and financial management skills, public engagement capabilities, and grant management experience.

HISTORICAL EXPERIENCE OF LEADERSHIP:
A review of the past five directors reveals a diverse range of qualifications:

1. **Donald Arkell** – 1980 to 1996: BA in Zoology, military background, and air pollution job history.

2. **Barbara Cole** – 1997 to 1999: BA in Geological Sciences, Master of Public Administration, and experience in air quality and environmental health services.

3. **Brian Jennison** – 2000 to 2005: BA and a PhD in Zoology, certification in hazardous materials management, teaching, and senior biologist experience.

4. **Merlyn Hough** – 2006 to 2021: BS in Fisheries Science, Master of Civil Engineering, professional engineering certification and experience from DEQ.

5. **Steve Dietrich** – 2021 to 2023: BS in Civil Engineering, professional engineering certification, and experience in environmental engineering and DEQ roles.

This variety suggests that there is no single "ideal" background, and the board has the latitude to consider a range of qualifications for the next Director. Note: Interim leadership is not included in this list.

SEARCH STRATEGY CONSIDERATIONS:

A. Revisit the last job description to ensure it aligns with current agency needs and growth directions.
B. Revisit and possibly update the board's goals to help line future director qualification to direction of the agency.
C. Conduct a staff and board survey to see what leadership qualities desired.

POSSIBLE DIRECTIONS:

1. **Engage Recruitment Agency:** Given the specialized nature of the role, consider working with an executive search firm experienced in environmental and public sector recruitment.
    a. SGR Firm was used in 2020-21 Director search at the cost of $25,100.

2. **Internal Announcement:** Open the initial search internally within LRAPA for potential qualified candidates before broadening the search.

STAFF RECOMMENDATION:

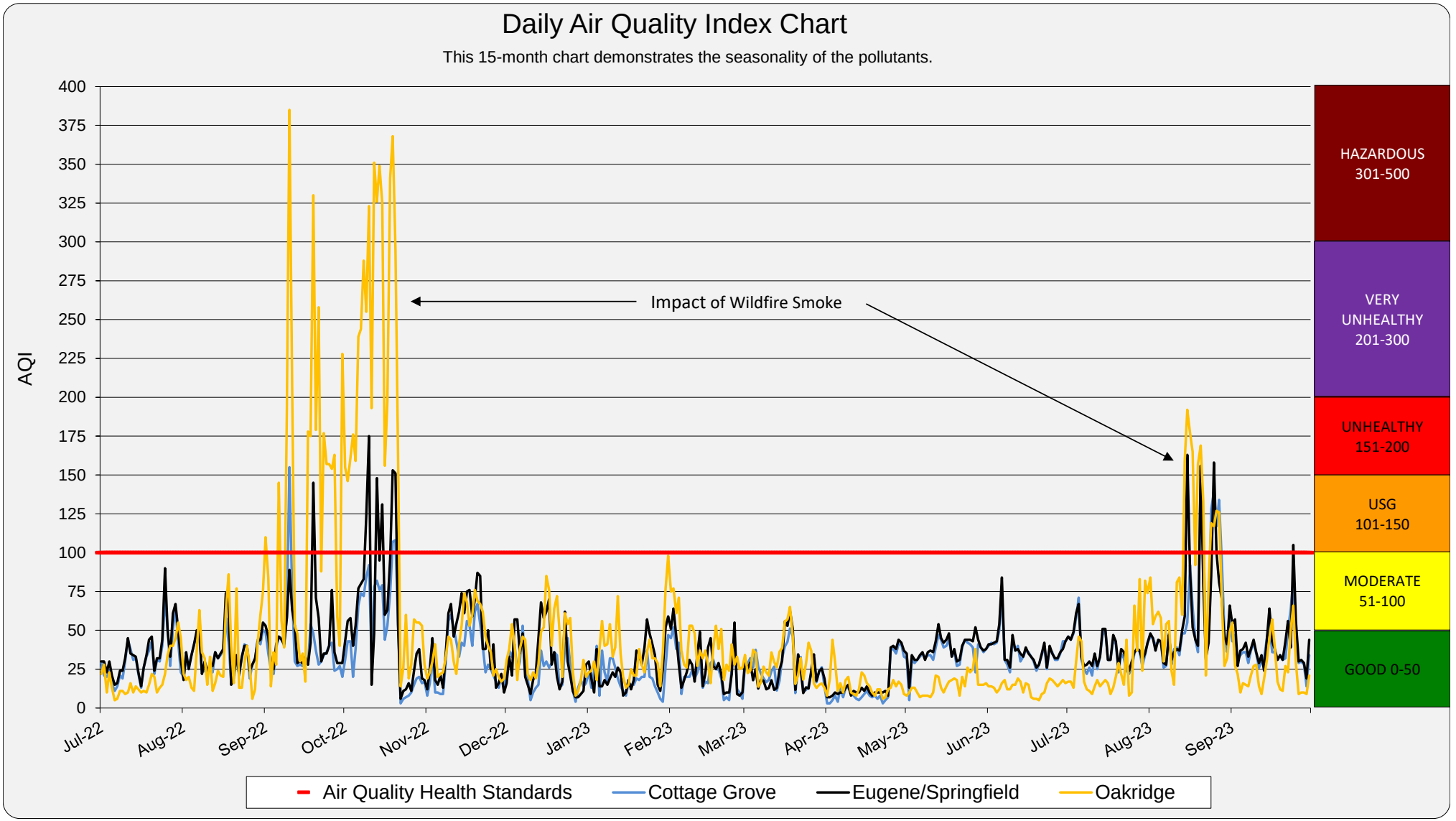
This report is intended for the Board's review and direction. Staff recommend that the Board discuss and provide guidance on the proposed directions to ensure that the Director search aligns with both the statutes and the evolving needs of the agency.

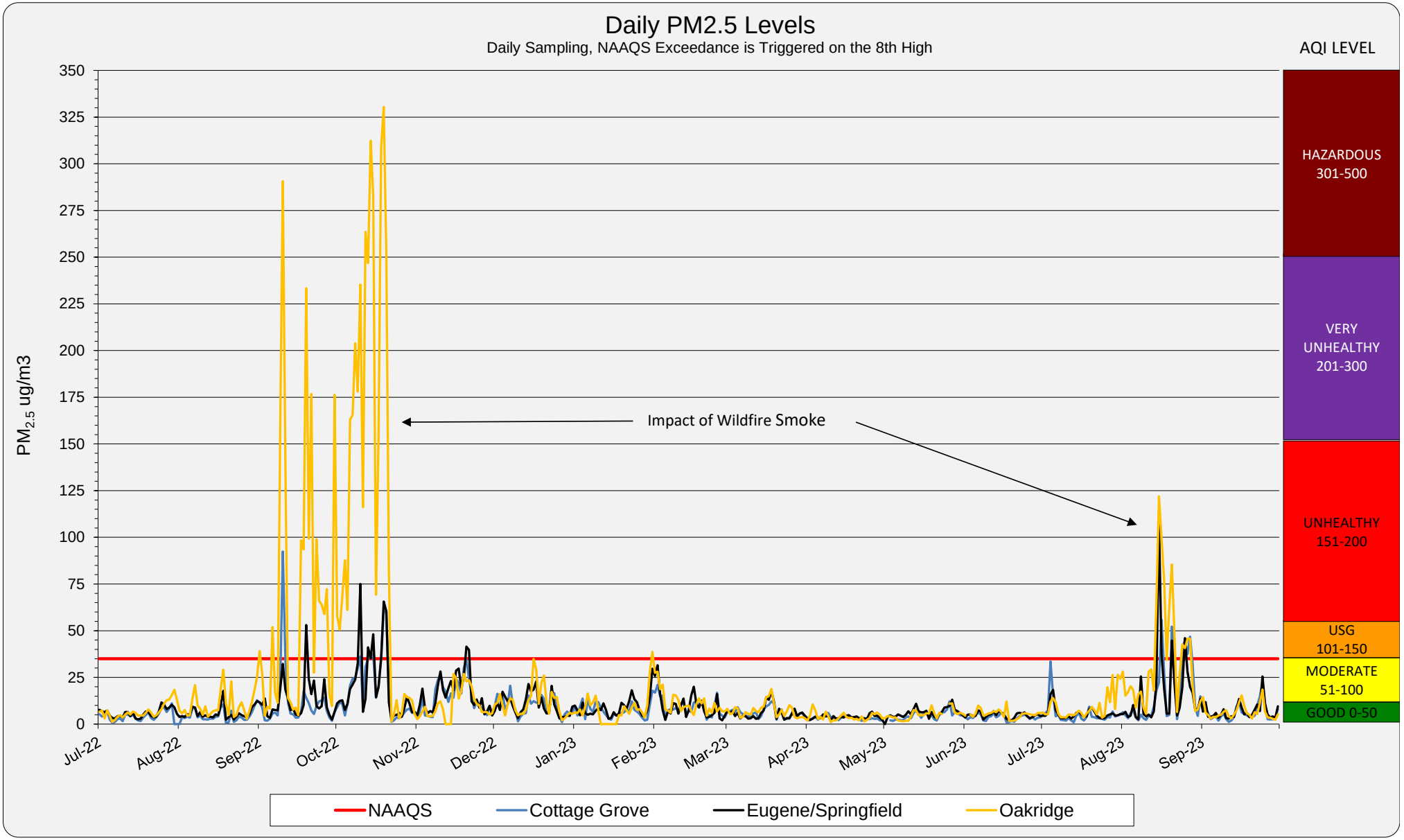
ATTACHMENTS:

- 2020 Job posting for LRAPA Exec. Director
- 2021 Job posting for Olympic Region Clean Air Agency (ORCAA) Exec. Director

Daily Air Quality Index Chart

This 15-month chart demonstrates the seasonality of the pollutants.




Daily PM2.5 Levels
Daily Sampling, NAAQS Exceedance is Triggered on the 8th High
AQI LEVEL
HAZARDOUS 301-500
VERY UNHEALTHY 201-300
UNHEALTHY 151-200
USG 101-150
MODERATE 51-100
GOOD 0-50
PM2.5 ug/m3
350
325
300
275
250
225
200
175
150
125
100
75
50
25
0
Impact of Wildfire Smoke
Jul-22
Aug-22
Sep-22
Oct-22
Nov-22
Dec-22
Jan-23
Feb-23
Mar-23
Apr-23
May-23
Jun-23
Jul-23
Aug-23
Sep-23
NAAQS
Cottage Grove
Eugene/Springfield
Oakridge

EXECUTIVE DIRECTOR

LRAPA
Lane Regional Air Protection Agency

EXECUTIVE SEARCH PROVIDED BY

SGR

THE REGION

Lane County Oregon, situated at the southern end of the picturesque Willamette Valley, stretches for 150 miles from the Cascade Mountains to the Pacific Ocean. The Willamette River flows the entire length of the valley and is bordered on three sides by majestic mountain ranges. Interstate 5, which runs north and south from the Canadian to Mexican borders bisects the County. Lane County is 4,554 square miles in size and its 2019 population was 382,067, with the incorporated cities of Eugene and Springfield comprising approximately 60% of the county's total population.

Embraced by the scenic Willamette and McKinzie Rivers and home to a 92.9 mile segment of the Pacific Crest Trail, the area is a natural gateway to outdoor adventures in the area's beautiful surroundings. Lane County's mild winters and warm summers make the region a great home for both outdoor enthusiasts and their city-dweller counterparts. The area affords ample room for beachcombing, bike riding, skiing, hiking, hunting, fishing, backpacking, and camping while its metropolitan center offers a dynamic mix of arts and culture, shopping, dining, sporting events, and entertainment. Quaint, rural communities are home to historic covered bridges, award-winning wineries, art galleries, fish hatcheries, antique shops, and roadside cafes, all exuding small-town charm.

THE AGENCY

Lane Regional Air Protection Agency (LRAPA) was created in 1968, when Lane County, Eugene, and Springfield entered a joint agreement, however air pollution control in Lane County began in the early 1950s with the Eugene Fire Department. A separate air pollution control office was established within the Eugene city government and remained there until the State of Oregon authorized the creation of regional air protection agencies to encourage local action on air pollution issues. LRAPA was formed and headed by a three-member board representing the joint members.

LRAPA is the local air quality protection agency for southern Willamette Valley with a jurisdiction covering Lane County, Oregon. Its member jurisdictions include Lane County and the cities of Eugene, Springfield, Cottage Grove, and Oakridge. Its purpose is accomplished in a manner that reflects local priorities and goals while also meeting federal and state air pollution control requirements and health-based standards. The LRAPA carries out its mission to protect and enhance air quality through a combination of regulatory and non-regulatory programs and activities.

Today, LRAPA is directed by a nine-member board of directors which is the policy-making arm of the agency. Membership includes four representatives from the city of Eugene, two representatives from the city of Springfield, and one representative each from Lane County, the city of Cottage Grove, and the city of Oakridge. Board seats are filled by elected and appointed citizens placed by their respective city councils and county board of commissioners. The agency also relies on additional public input from its Citizen Advisory Committee which includes representatives from industry, environmental, public health, fire suppression, agriculture, community planning, and the general public.

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IDEAL CANDIDATE

Lane Regional Air Pollution Authority seeks a highly motivated and energetic leader who is skilled in strategic thinking and planning to become its next Executive Director. The Clean Air Act regulations are the most complex of any environmental law. The successful candidate must be able to articulate complex regulations to elected officials and the public. The individual must work collaboratively within the regulated industry, as well as learn Oregon's Cleaner Air program and the unique policy and legislative issues it brings.

Members of the LRAPA Board represent both sides of the major political philosophies. While members have differing opinions on things, they work well together.

The chosen candidate will be:

- A passionate advocate for air quality, committed to sustainability and environmental justice, and dedicated to agency goals, staff, and the community.
- A strong leader with excellent interpersonal skills.
- A good communicator who can navigate diverse political environments and can work productively with both urban and rural constituencies with the demonstrated ability to establish and maintain productive working relationships.
- A relatable manager who can attract and develop a diverse leadership team and staff while growing, developing, and engaging internal talent.
- An administrator who effectively motivates staff while maximizing employees' skill sets.
- A thoughtful listener who provides constructive feedback and who values each employee for their individual contributions.
- A humble and principled individual who possesses strong internal accountability, transparency, and an open-minded attitude.
- A champion of change who can simultaneously keep a steady hand at the helm.
- A confident visionary who continuously looks for improvement, effectively conveying their vision with aptitude and finesse.
- An empathetic and compassionate leader with emotional intelligence.
- A results-oriented manager whose focus is outcome without unnecessary involvement in agency detail operations.
- A well-organized leader who can develop and implement effective action plans.
- Sensitive to the economic impact of air quality improvements on area businesses and a demonstrated ability to develop mutually-beneficial solutions.
- A supporter of the agency's mission to protect public health, the community's well-being, and the environment by serving as a leader and advocate for the improvement and maintenance of air quality in Lane County

EDUCATION & EXPERIENCE

The position requires a bachelor's degree in environmental engineering, social, natural, or physical sciences or a related field and seven to 10 years of increasingly responsible management-level experience in air pollution or other environmental control programs, with at least five years of supervisory experience. Federal, state, and local grant management experience, as well as experience identifying and obtaining funds from private foundations, is essential. Experience in public engagement and mediation with a wide range of stakeholders (i.e. member communities, other levels of government including state and federal as well as permit holders) and experience working with and for a Board of Directors and policy advisory groups is a key requirement.

A master's or Ph.D. in environmental engineering, social, natural, or physical sciences, or related field and certification as a professional engineer or quality environmental professional is preferred. Prior experience working for or with a government agency, air quality regulatory experience, and familiarity with Oregon and LRAPA unique air permitting programs is highly desired. The Agency desires a candidate with training in diversity and social and environmental justice, experience utilizing technology for improved productivity and effectiveness, and experience working with communities affected by air pollution. Bilingual in Spanish and strong budgeting and financial skills are a plus.

COMPENSATION & BENEFITS

The salary range for the Director is $90,456 - $122,424 annually. Placement within the range will be based upon the selected candidate's experience and qualifications.

The Agency offers a comprehensive benefits package which includes: A 401(k) retirement program with Agency contribution of 8% and a 6% employee contribution; 23 days per year of combined leave; 10 paid holidays plus one floating holiday annually; two highly competitive health plan options including a Flexible Spending Account; long-term disability insurance, and a $50,000 life insurance policy.

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APPLICATION PROCESS

Please apply online at http://bit.ly/SGROpenRecruitments

For more information on this position contact:
Kurt Hodgen, Senior Vice President
KurtHodgen@GovernmentResource.com
540-820-0531

It is the policy of LRAPA to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, LRAPA does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

RESOURCES

Lane Regional Air Pollution Authority
lrapa.org

Lane County Oregon
lanecounty.org

Springfield, Oregon
springfield-or.gov

Eugene, Oregon
eugene-or.gov

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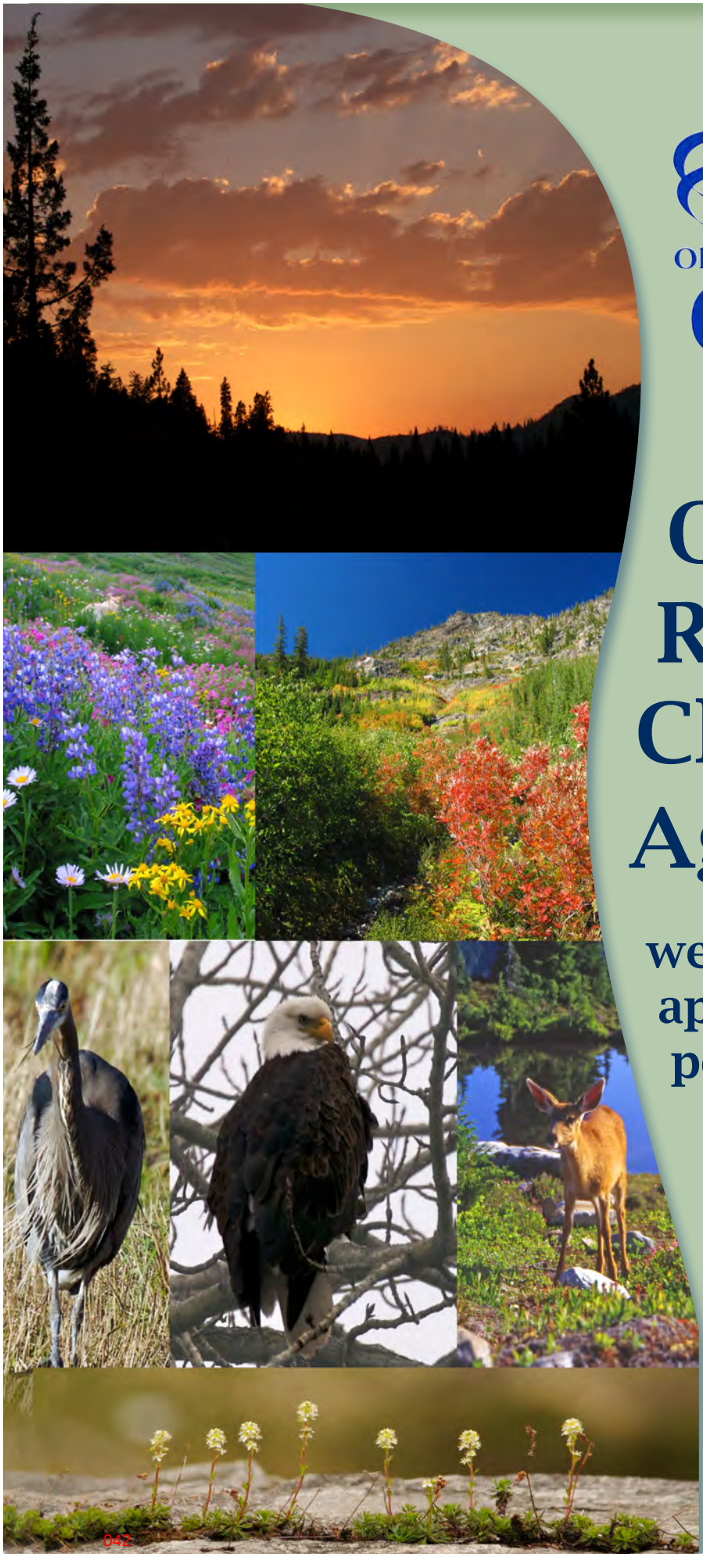


Olympic Region Clean Air Agency

ORCAA

Olympic Region Clean Air Agency

welcomes your application for the position of

Executive Director

ORCAA

The Olympic Region Clean Air Agency (ORCAA) is a local government agency charged with regulatory and enforcement authority for air quality issues in Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston counties. ORCAA is one of seven such regional air pollution control agencies in Washington state.

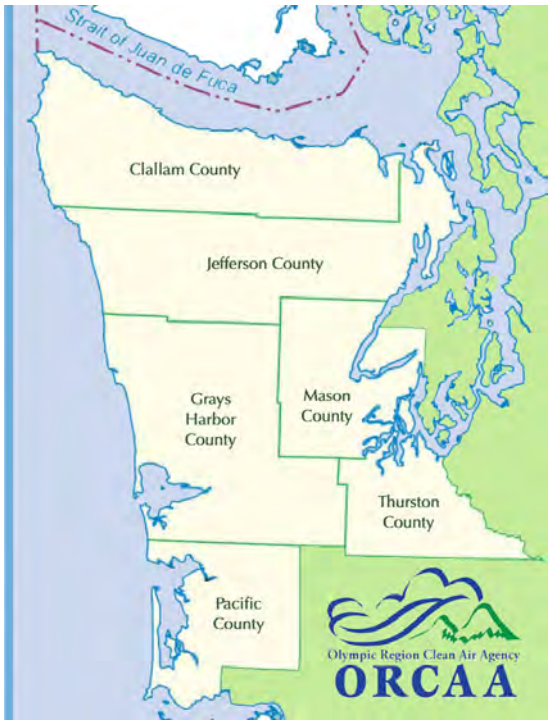
Established in 1968 after passage of the Clean Air Washington Act (RCW 70.94), the agency is responsible for enforcing federal, state and local air pollution standards and governing air pollutant emissions from new and existing sources. A nine-member Board of Directors establishes the policies of the agency.

The Board comprises a representative from each of the six counties in ORCAA's jurisdiction, plus representatives of the three largest cities in the territory; Lacey, Olympia, and Tumwater. The Board is responsible for selecting an Executive Director, who serves as the administrative manager of the agency's professional staff. The Executive Director also enforces the orders, ordinances, resolutions and regulations of the agency.

Regional Opportunities

The Olympic Region Clean Air Agency's jurisdiction emcompasses six counties stretching from the Columbia River to the Strait of Juan de Fuca, and Puget Sound to the Pacific. Though mostly rural, this region also boasts some of the fastest growing urban centers in Washington, including the cities of Port Angeles and Sequim along the northern coast, and Lacey, Olympia and Tumwater in the south-sound area.

Nestled within the heart of the region is Olympic National Park, one of the nation's oldest and wildest parks. Also designated a World Heritage Site, the 1,400-square miles of Olympic National Park includes more than 73-miles of wild Pacific coast (the longest stretch of wilderness coastline in the contiguous 48 states) as well as snow-capped Mount Olympus, glaciers, alpine meadows and one of the few temperate rain forests in the world. The luxuriant forest is created by the warm, moisture-laden air from the Pacific, meeting the mountains and dropping more than 12 feet of rain a year. It is home to some of the world's largest conifers, towering 230 feet.



The Ideal Candidate

ORCAA is seeking a new Executive Director who will be a leader in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships.

Summary of Duties

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes development and implementation of the agency's Air Quality Management Strategic Plan to ensure the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies.
- Monitors regulatory and legislative developments affecting the Agency's programs, researches issues, and implements changes in programs as appropriate. Provides comment and leadership as the Agency's representative as needed on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies and agency direction and focus.
- Reviews and updates, for board review and approval, the agency Procedure and Policy Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, and compliance schedules and penalties.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies on behalf of the agency during state and federal rule making proceedings, and PCHB hearings.
- Ensures a safe working environment for ORCAA employees.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Acts as Agency representative and establishes effective working relationships with various advisory committees and intergovernmental committees and forums.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
- Performs other duties as assigned.

Compensation

The salary for the Executive Director is dependent upon qualifications with a potential range from $150,000 to $180,000. The Agency also offers an attractive benefits package, including:

- 11 paid holidays per year
- Two "Personal Holidays" per year
- Start accruing vacation and sick leave from day 1
- Can use leave upon accrual
- ORCAA currently pays 100-percent of full-time employee's health, dental, vision and basic life coverage (health coverage includes LTD and EAP)
- Currently ORCAA pays $525 toward dependent/family coverage
- Paid Family Medical Leave currently paid for by ORCAA
- Washington Cares Long Term Care Insurance (employee paid)
- Washington State Deferred Compensation Plan
  - ◊ Voluntary participation
  - ◊ No employer contribution
  - ◊ Public Employee Retirement System (PERS) – Two choices: PERS 2 or PERS 3 – specifics of the programs may be viewed online at www.drs.wa.gov

Olympic Region Clean Air Agency is an Equal Opportunity Employer.

To Apply

Persons interested in this position should submit the following information to the City of Olympia Human Resources Department:

- ***Cover Letter***
- ***Current Resume***

For additional information, please contact Linnaea Jablonski.

Phone: 360.753.8309

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Filing Deadline:
November 5, 2021

Following the closing date, resumes will be screened according to the qualifications outlined on the application materials. The most qualified candidates will be invited to personal interviews with ORCAA's Hiring Agency (City of Olympia).

A select group of candidates will be asked to provide references once it is determined that they may be recommended as a finalist.

References will be contacted following candidate approval. Finalist interviews will be held by ORCAA.

Candidates will be advised of the status of the recruitment following selection of the Executive Director.

Olympic Region Clean Air Agency

Job Description: Executive Director

REPORTS TO: Board of Directors

DIRECT REPORTS: Engineering Manager, Compliance Manager, Administrative Services Manager, Office Manager, Senior Air Monitoring Specialist, Communications Manager, Network Administrator

Basic Purpose

Under Board direction and authority, administers and manages all activities of the Olympic Region Clean Air Agency (ORCAA). Ensures the Agency effectively administers and enforces the regulations and responsibilities set forth in the federal and Washington State Clean Air Acts and applicable ORCAA Regulations.

Summary of Duties and Responsibilities

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution. Administrative responsibilities include policy review and development; definition and measurement of agency goals and objectives; annual monitoring and evaluation of the effectiveness of the Agency's programs; development and adherence to the agency's budget; ensuring quality delivery of public services; collaboration with community groups, local jurisdictions, elected officials and state and federal governments.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies. Provides leadership for the agency and responds with direction and focus during difficult and potentially traumatic events.
- Ensures a safe working environment for ORCAA employees.
- Promote a diverse workplace which supports a positive, productive, fair, and safe learning environment and develops the organizational culture and promotes transparency and collaboration.
- Lead, support and develop a high-performance management team. Collaborating with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes, and personnel.
- Develop and implement the agency's strategic plan.
- Monitors regulatory and legislative developments affecting the Agency's programs, research issues, and implement changes in programs as appropriate. Provides comment and leadership as the Agency's representative on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies, agency direction, and focus.
- Reviews and updates, for board review and approval, the agency Policy and Procedure Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, compliance schedules and penalties. Ensures all laws and regulations are faithfully executed and uniformly enforced.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies, as necessary, on behalf of the agency during state and federal rule making proceedings, PCHB hearings and legal proceedings.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Actively engages with local government and other communities in ORCAA's jurisdiction. Seeks opportunities for cooperative projects. Regularly meets with service groups. Promotes ORCAA in the media and societal functions. Establishes effective working relationships with various advisory committees and intergovernmental committees and forums.

- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
- Performs other duties as assigned.

WORKING CONDITIONS

The Executive Director works primarily in an office setting with frequent contact with other members of the Agency, the governing Board, and others in the air quality field both locally and nationally. The Executive Director must be available to work early morning, lunch, evenings and/or weekends. This position is subject to the stress of managing competing demands, interacting with difficult people, and meeting program and project deadlines. Travel may be required to work in all 6 counties of the region and nationally.

EXPERIENCE, EDUCATION, AND TRAINING

The qualified applicant will have at least seven years of progressively responsible and well-rounded work experience in a management or administrative capacity with at least four years of direct supervision AND a bachelor's degree in public administration, environmental, physical, or natural sciences, environmental planning, or a related field. Master's degree in public administration, business administration or environmental field desirable but not mandatory. OR any combination of experience, education, and training that would provide the level of knowledge and ability required.

MANDATORY QUALIFICATIONS

Must be fully vaccinated for COVID-19

Must pass a background investigation. Must be bondable.

Must have a valid Washington State Driver's license and a driving record acceptable to the Board and the Agency's insurance carrier for the use of an agency vehicle for agency business. Must be able to provide own transportation to and from the ORCAA office in Olympia.

Verification of identity and Untied States work authorization must be complete as required by the Immigration Reform and Control Act.

ORCAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to BIPOC, race, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

EMPLOYEE STATUS DESIGNATION

Exempt; full-time; regular; salaried

SELECTION CRITERIA

Candidate should be a quick study, with the ability to interpret, analyze, and critique materials ranging from letters, memos, legal documents, and governmental regulations. Should also possess the ability to quickly become proficient in administering the agency's air quality regulations and programs.

Candidate should be able to analyze a variety of administrative or regulatory problems and to make sound recommendations as to their solution. In review of regulatory actions and assessments, able to make sound judgements, based on clear and objective assessment of the facts, looking at both long- and short-term ramifications. Considers advantages and disadvantages of proposals and offers statistical data, supportable documentation, and/or financial analysis to support recommendations.

Candidate will exhibit leadership in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships and a consistently high level of customer service. Leads by example maintaining a high level of intellectual curiosity and ethical judgement.

Candidate is knowledgeable about the methods and procedures to establish and administer an environmental control program, in addition to awareness of current trends and developments in the field of public administration.

Candidate excels at managing a busy, hectic workload. Meets deadlines, juggles multiple priorities, and works successfully under pressure.

Candidate demonstrates a talent for effective verbal and written communication of complex concepts. Ability to present complex and/or technical information to a variety of audiences in a clear, understandable, and non-technical manner. This may include the public, Board members, and federal, state, and local government officials and representatives.

Candidate employs management and organizational principles and practices as well as the ability to incorporate those in leadership behaviors.

Candidate establishes and maintains good working relationships with a diverse population of professionals and agency contacts at all levels of government

Candidate anticipates, expedites, and resolves problems that enables the agency to consistently provide an excellent quality of service delivery and/or be more productive with fewer resources or maximize the resources it has.