

## **APCD Technical Services Program Manager - 00945**

*Colorado Department of Public Health and Environment*

*Denver, CO*

### **Description:**

This position manages the programs and implements the strategic goals and priorities for the Technical Service Program within the Colorado Air Pollution Control Division (APCD). The Technical Services Program (TSP) exists to provide both scientific and technical support to the Air Pollution Control Division and information regarding air quality to the people of Colorado and other stakeholders. The program conducts and oversees air quality monitoring of many pollutants at areas throughout Colorado including: criteria pollutants and their precursors, hazardous air pollutants, and greenhouse gases, especially methane. The program conducts, reviews and oversees air quality modeling to support policy development, assess potential impact of new and modified sources in connection with Colorado's stationary sources permitting program, and meet federal air quality planning requirements. The program evaluates meteorological and air quality conditions in near real-time in order to 1) inform the public through the issuance of various air quality advisories and 2) support other program assessment and evaluation objectives. The program develops and issues smoke management permits for prescribed fires.

### **What You'll Be Doing:**

This position manages the programs and implements the strategic goals and priorities for the TSP. The position serves as the program manager and second level supervisor. This position serves as the a division authority for measurement and assessment of air pollution, including air quality monitoring, modeling, meteorological assessments, health advisories and inventory development. This position ensures all programs are implemented in compliance with Federal and State Law. This position has operational duties including contract oversight, planning, budgeting, hiring and other personnel matters, and direct provision of services, as well as technical and policy duties including: overseeing the development of various scientific and technical assessments, liaise with state and local environmental protection and public health programs, environmental and public health coalitions and stakeholders, and other state agencies including the Colorado Department of Transportation. Colorado Department of Natural Resources and others. Technical work informs policy decisions, and regulatory and compliance programming as well as voluntary programs, education and outreach, and information and behavioral change campaigns to reduce air pollution.

### **Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights**

#### **Minimum Requirements**

Graduation from an accredited college or university with a bachelor's or advanced degree in engineering, environmental sciences, law, public administration or closely related degree.

#### **AND**

Six (6) years of professional experience in environmental compliance, environmental policy development or environmental program implementation. This experience must include:

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- Two (2)+ years of professional public or business administration experience which included establishing goals and objectives and developing and managing a budget to achieve program goals and objectives
- Two (2)+ years of experience managing an organization or complex environmental projects with span of responsibility for supervision or management over multiple full time professional level employees.
- Two (2)+ years of experience working on complex air quality related matters.

**This experience must be substantiated within the Work Experience section of your application. "See Resume" will not be accepted. In addition, part-time work will be prorated.**

Substitutions:

- Additional professional experience in environmental compliance particularly related to air quality programs will substitute for the degree requirement on a year-for-year basis.
- Additional education from an accredited college or university in engineering, environmental sciences, law, public administration or closely related degree will substitute for the required experience on a year-for-year basis.

*There is no substitution for the specific professional experience listed in the bullet points within the minimum qualifications.*

### Conditions of Employment:

- Must be willing and able to independently travel up to 5% of the time.
- A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges.
- Effective September 20, 2021, employees will be required to attest to and verify whether or not they are fully vaccinated for COVID-19. Employees who have not been fully vaccinated may be required to submit to serial testing in the future. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination. Vaccinated employees must provide proof of vaccination. Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the most recent State of Colorado's Public Health Order and current guidance issued by the Colorado Department of Public Health & Environment.

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### **Preferred Qualifications and Essential Competencies:**

The preferred experience, competencies and abilities are highly desirable for this position and will be considered in selecting the successful candidate:

- Six (6)+ years of direct, professional experience in the field of air quality compliance, air quality policy development, or air quality program implementation;
- Extensive experience developing and/or implementing complex air quality programs, (highly preferred);
- Extensive knowledge of air emission reduction strategies;
- Ability to mediate contentious situations and align staff to meet program or division goals;
- Skilled at adapting to a changing matrix work environment requiring acceptance of new challenges and opportunities;
- Strong interpersonal and communication skills including coaching, conflict resolution, facilitation, and negotiation;
- Strong organization and/or project management skills;
- Ability to demonstrate sensitivity and appreciation for diverse viewpoints as well as different communication and work styles in a multi-cultural and inter-generational environment;
- Ability to identify and creatively resolve issues while exercising appropriate judgment;
- Ability to establish and maintain effective working relationships with all partners;
- Ability to drive and support group, customer, and program initiatives;
- Ability to analyze data and provide recommendations.