



EXECUTIVE DIRECTOR

\$115,000 - \$130,000

Plus Excellent Benefits

Apply by

July 12, 2020

(First Review, Open Until Filled)

PROTHMAN



SPOKANE COUNTY, WASHINGTON



Headquartered in the City of Spokane WA, (pop. 219,000) the City is Eastern Washington's largest city and is situated east of the Cascade Range in

Washington and on the western slope of the Coeur d'Alene Mountains next to the Idaho-Washington boundary, and has been named as one of the Best Places to Live in America by Outside Magazine. Spokane County as a whole (pop. 523,000) offers outstanding benefits for individuals looking to move to a new area, including excellent recreational opportunities, low-cost living, affordable housing, and an abundance of educational offerings and industry base.

Within the County's 1,800 square miles of land, function thirteen cities and towns, each with their own unique characteristics and family-oriented values. Spokane County is a business, trade, and cultural center for the Inland Northwest. The area is rich in natural resources, and both agriculture and forestry are important industries to the local economy. There are over 28,000 farms in the area, 12,000 retail and wholesale businesses, and 2,500 manufacturing enterprises. Spokane County's regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The County has a rich military history dating back to pre-World War I regiments and extends to air refueling operations around the world from Fairchild Air Force Base. Fairchild's aircraft and personnel make up the backbone of the Air Force's tanker fleet on the west coast. Currently, the Air Force base is the single largest employer in the County.



Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses. The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90 acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts. Higher education is well represented in the region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.

THE AGENCY

The Spokane Regional Clean Air Agency is governed by a 5-member Board of Directors who convene on the first Thursday of each month to conduct Agency business. Additionally, a 9-member, volunteer Advisory Council meets on the fourth Thursday of each month except in November and December to advise and consult with the Board and the Executive Director in carrying out the purposes of the Washington Clean Air Act and the agency's mission. Council members have experience in various fields including agriculture, industry, health, science, and fire protection. For over 50 years the Spokane Regional Clean Air Agency has been working to improve air quality throughout the Spokane region. The Agency's work includes air quality monitoring, facility and equipment permitting, enforcing federal, state and local clean air requirements, and providing education and outreach programs. A list of Key Agency Programs can be found [here](#).

The Agency operates on a 2020 budget of approximately \$3.3 million and is funded by a variety of sources including state and federal grants, and fees for certain services. Local funding comes from an annual assessment that Spokane County and its cities and towns pay on behalf of their citizens, based on a formula outlined in the state's Clean Air Act. A dedicated 21 member staff provide administrative/clerical support, air monitoring and forecasting, communications/outreach, compliance, engineering, information technology, and rule writing/SIP planning.

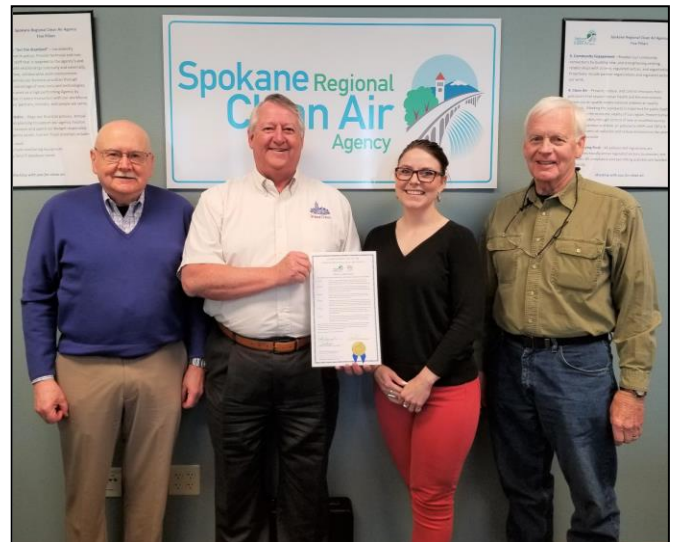
The Agency operates with a mission to “*Preserve, enhance and protect Spokane County's air resource for current and future generations*” and the Board of Directors firmly believe that a fully-funded, technically-capable, and locally-controlled air quality agency is necessary to the environmental and economic health of Spokane County.

THE POSITION

Under the administrative direction of the Board of Directors, the Executive Director leads and manages a regional air pollution control authority in accordance with Washington State and Federal laws and regulations along with local regulations and Board policies.

Other responsibilities include:

- Provides general supervision and direction for a staff of professional, technical, and administrative support employees who administer regional air pollution prevention and control programs.
- Directs administrative support for the agency to include office facilities, personnel services, and salary administration, purchasing, grant negotiation, fiscal management, and enterprise activities.
- Negotiates service contracts with other public and private organizations in accordance with laws, regulations, and Board policies.
- Coordinates, or supervises program coordination, with State and Federal agencies.
- Obtains legal opinions and legal advice from external law firm as needed.
- Supervises and participates in the preparation of proposed rules for air pollution control; obtains input from an advisory committee to develop policy recommendations; reviews proposed and pending legislation to determine the impact on program policies and rules.



- Represents the agency at public hearings and gatherings, before other governing bodies, and at national, regional, and local meetings and conferences.
- Prepares and presents, or supervises preparation and presentation of, an annual budget to the Board; supervises the preparation of monthly expenditure reports for the Board.

OPPORTUNITIES & CHALLENGES

More Space Needed

The agency owns its own building and needs more space to work effectively with at least a 50% increase in facility square footage needed. While this project is currently underway, the new Executive Director will continue to work with the Board to determine how to best address the Agency's needs.

Modernizing Business Systems

Good systems and business practices contribute to successful operations. The oldest legacy software systems were recently replaced, and new business practices are being implemented. The new Executive Director will continue to work with staff to lead the modernization of the agency's business systems to take advantage of new tools and technologies.

Succession Planning

About 40% of SRCAA's staff is eligible to retire within the next 5 years. Succession planning, policy development and process documentation is needed to help make this transition period successful.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's Degree in engineering, environmental, physical, or natural sciences or a related field, a minimum of five (5) years of professional experience in environmental programs is required, along with two (2) years of demonstrated supervisory/management experience. The selected candidate must have or obtain a valid Washington State driver's license by time of hire.

The ideal candidate will be a proven leader who is an active listener with a scientific background and experience in environmental regulation and management. A background in air and air quality regulations, and experience dealing with regulatory agencies, especially EPA and other Federal environmental agencies is highly sought.

The ability to show situational awareness, earn the respect of staff and the public, and recognizing that this position is visible in the environment of regional politics is essential to the success of the selected candidate. A temperament that can balance the need for regulation with the needs of the community as well as effectively deliver the "bad news" when necessary is needed. Demonstrated successful experience in supporting a public Board of Directors including an excellent relationship history with board chairs will bring the candidate to the top of the list.

Necessary Skills and Abilities Include:

- Managing competing priorities without losing sight of agency goals, and work with a diverse governing board of elected officials and citizens.
- Analyzing administrative and fiscal problems and recommending solutions.
- Ability to deal effectively with concerned citizens and staff on sensitive and controversial issues.

- Implementing environmental protection programs including rules, regulation, policies, and practices.
- Leadership, team management, and supervision, and enterprise concepts.
- Communication, conflict resolution, public relations, and customer relations.
- Budget preparation and monitoring, including grant administration.
- Project management, scheduling, staffing, and redesign.
- Political astuteness and sensitivity.
- Experience dealing with differing management styles, government entities, and customers.
- Decision making, effective communication, and conflict resolution techniques.
- Involvement in intergovernmental activities including working with State, Federal, County and Municipal governments.
- Using sound, independent judgement in making consistent decisions based on a clear assessment of the facts and considerations for both short and long-term ramifications.
- Midsize (\$500K) and above project management.
- Management of professional staff in a style that fits the situation and individual staff members.

COMPENSATION & BENEFITS

- **\$115,000 - \$130,000 DOQ**
- Medical, Dental and Vision coverage
- WA State PERS Retirement
- 401/457 in Lieu of Social Security
- Vacation and Sick Leave
- Commute Trip Reduction Incentive Program
- 11 Paid Holidays

Please visit:
www.spokanecleanair.org

The Spokane Regional Clean Air Agency is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 12, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Spokane Regional Clean Air Agency, WA – Executive Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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