

SACRAMENTO METROPOLITAN



**AIR QUALITY**  
MANAGEMENT DISTRICT



**DIRECTOR OF  
ADMINISTRATIVE  
SERVICES**



**BOB MURRAY  
& ASSOCIATES**

*Experts In Executive Search*

## THE COMMUNITY & ORGANIZATION

The Sacramento area is nestled in the heart of Northern California and boasts a rich history, a vibrant arts and culture scene, diverse culinary options, and a variety of recreational activities. Sacramento is the capital city of California and the County spans 994 square miles. The area is home to more than 1.5 million people and offers warm summers with short and partially cloudy winters. The area is close in proximity to the Bay Area and the Sierra Nevada mountains, offering weekend getaways that include hiking, beach trips, or snow skiing. The area is also known for its affordability compared to other regions and offers a strong sense of community, making it appealing for residents and visitors alike.

The Sacramento Metropolitan Air Quality Management District, created in 1996, seeks to monitor, promote, and improve air quality in the County of Sacramento by developing and administering programs focusing on climate change mitigation and adaptation and reducing air pollution levels below the health-based standards established by the state and federal government. The Air District is designated by EPA as part of the Sacramento Federal Ozone Nonattainment Area (SFNA) which is comprised of all of Sacramento and Yolo Counties, the eastern portion of Solano County, the southern portion of Sutter County, the western slopes of El Dorado, and Placer Counties up to the Sierra crest.

The Air District is governed by a 14-member Board of Directors who review and approve rules and budgets. The Air District has a mission to influence, develop, and implement innovative programs as well as promote resilience



and sustainability throughout the region. Four core values drive the Air District: integrity, teamwork, leadership, and innovation. The Air District aims to achieve its mission through many strategic goals including:

- Providing regional leadership in protecting public health and the environment by integrating equity and environmental justice in decision-making
- Developing and enhancing diverse partnerships as well as recruiting, developing, and retaining a diverse staff
- Ensuring fiscal responsibility and viability of the organization

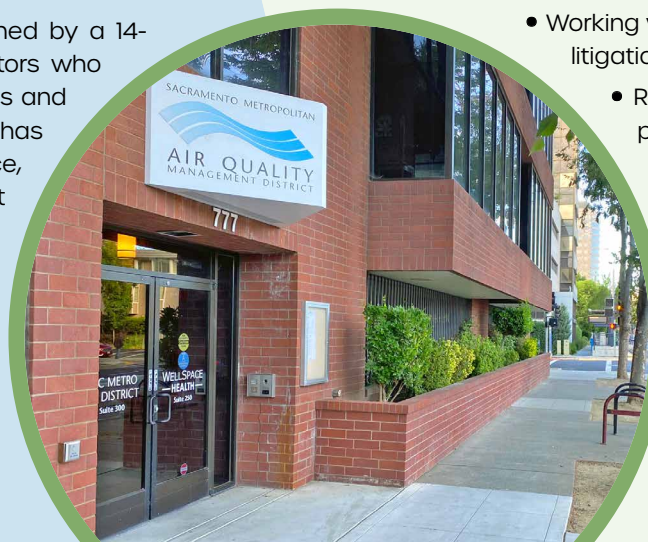
The Sacramento Metropolitan Air Quality Management District's vision is to create a clean air and low-carbon future for all by achieving state and federal clean air and climate goals. The Administrative Services Division provides support to the Offices of the Executive Director and District Counsel, as well as to the other operating divisions. Primary functions include accounting, budgeting and fiscal oversight, contract administration, human resource management, information systems and technology management, communication and outreach strategies, customer service, board support, and facility and fleet management.

## THE POSITION

Under the direction of the Air Pollution Control Officer and the Board of Directors, the Director of Administrative Services provides District leadership serving as the executive over the areas of Finance/Accounting, Information Systems, Human Resources, Communications, Facility/Fleet Management, Board Clerk, and Customer Service. The Director collaborates with other divisions, public agencies, and businesses, and is part of the District's executive team. The Director creates policies, procedures, and rules, oversees technical, administrative, and research projects and resolves complex issues.

Other responsibilities include but are not limited to:

- Ensuring the coordination of work and communication among subordinate work units.
- Selecting, assigning, directing, and evaluating the work of subordinate supervisory personnel and other staff; reviewing progress reports and conferring with staff to define and resolve problems.
- Ensuring appropriate interaction with other District programs.
- Negotiating and consulting on administrative issues and policy with Federal, State, and public agencies, business associations, environmental groups, and industry representatives.
- Working with District Counsel on actual and potential litigation.
- Representing the District in hearings, in court proceedings, to the media, and before other public and private groups.
- Ensuring satisfactory labor-management relations, overseeing collective bargaining including strategy sessions and related negotiations with the employee association.
- Participating in Board of Director briefings and responding to Board requests.



- Participating as a member of public and private committees, boards, and organizations concerned with air quality; responding to difficult inquiries and complaints.
- Developing and coordinating the annual division and districtwide budget.
- Authorizing and monitoring expenditures to ensure compliance with fiscal policies.



The incoming Director must have the ability to plan, organize, direct, and evaluate a comprehensive management program as well as develop, implement, and monitor policies, procedures, and standards for the Air District. Essential knowledge includes personnel management and supervision, fiscal management and budget administration, program development and coordination, and applicable laws, rules, and regulations.

Additionally, the ability to assess program efficacy, comprehend, interpret, and enforce laws at federal, state, and local levels, as well as analyze and evaluate intricate technical data is essential. The Director must prepare, review, and present complex and comprehensive reports and provide recommendations verbally and in writing to specialists and non-specialists.

## THE IDEAL CANDIDATE

The Air District is seeking a knowledgeable, collaborative, and highly engaged candidate to serve as the next Director of Administrative Services. The ideal candidate is a solution-oriented, strategic, and analytical thinker who is innovative and professional. A team player with excellent verbal and written communication skills is essential. The incoming Director must have the ability to develop and prioritize program goals and objectives, determine staffing needs, develop and administer budgets and grants, and represent the District before various groups.

The Air District is in search of a demonstrated leader capable of mentoring, training, evaluating, and guiding staff, and who has a track record of establishing and sustaining highly effective teams. The Director must also have the ability to establish and maintain working relationships with other District programs, Federal and State agency representatives, board members, community and business representatives, and staff. Candidates with finance and human resources expertise, and legislative and public sector experience are encouraged to apply. The Air District is also seeking a candidate who possesses extensive project management knowledge and actively promotes and facilitates constructive discussions and debates among both the staff and the executive team. A candidate with a customer service mindset who is politically astute, flexible, and approachable is desired.



## COMPENSATION

The monthly salary for the Director of Administrative Services is \$12,144 to \$16,274. Placement within this range is dependent on experience and qualifications. A 5% salary differential is provided to directors. The Air District also offers a robust benefits package under the current unrepresented employee resolution including the following:

### Health & Wellness

- **Cafeteria Plan** - The District provides funding of up to 80% of the current Kaiser Family plan premium (up to \$2,124/month in 2024).
- **Medical Insurance** - The District offers a wide range of HMO and PPO health plans through CalPERS.
- **Dental Insurance** - Basic Plan: 100% District paid for employees and their dependents. Enhanced Plan: Employee pays the difference in premium from the Basic plan.
- **Vision Insurance** - District-paid coverage for employees.
- **Flexible Spending Accounts** - Health and dependent care plans allowing employee pre-tax contributions of up to the IRS limit, currently \$3,050 and \$5,000 per plan year, respectively.
- **Life Insurance** - District provides \$50,000 in coverage for employees. Voluntary plans are available for employee and family coverage.
- **Long-Term Disability** - District-paid coverage, up to \$7,000 per month, based on salary.
- **Aflac** - Voluntary plans for cancer, accident, & specified health event.

### Post Employment

- **Retirement** - Employees contribute to the California Public Employees Retirement System (CalPERS) defined benefit plan. The benefit formula is 2% @ 55 for classic members and 2% @ 62 new members (membership began after 01/01/2013).

- **457 Plan** - Voluntary tax-deferred retirement savings plan with a District match of up to \$35 per pay period.
- **Retiree Medical Insurance** - District retirees may be eligible to enroll in a CalPERS health plan with a District contribution.

#### COLAs & Incentives

- **Annual Cost of Living Adjustments** - 2% to 4% per year based on changes in the consumer price index.
- **Commuter Allowance** - up to \$110 per month for use of approved alternate means of commuting to work, e.g., Regional Transit, carpool, bicycle, walking, zero-emission vehicle.
- **Education Allowance** - up to \$2,400 per year.
- **Employee Assistance Plan** - available for employees and members of their household.
- **Management Differential** - A 5% salary differential is provided to directors.

#### Flexible Work Arrangements

- **9/80 Schedule Option** - Employees have the option to work a standard schedule of 8 hours a day 5 days a week, or a 9/80 working mostly 9-hour days with a day off every other week.
- **Flexible Schedules** - Employees may be allowed a work schedule that provides for starting and quitting times other than the standard 8 a.m. to 5 p.m.
- **Opportunity to Telework** - Flexible telework schedules are available.

#### Paid Time Off

- **Vacation** - 12 days per year for the first 3 years, then 20 days to 27 days per year based on years of service.
- **Sick Leave** - 15 days per year.
- **Holidays** - 11 days per year.
- **Administrative Leave** - 10 days per year.
- **Management Sick Leave Payout** - Sick leave may be accumulated without limitation and directors will be paid one-half of accrued sick leave upon retirement unless such payment is waived. Sick leave is convertible to PERS retirement service credits.
- **Vacation Leave Payout** - May exchange up to 40 hours of unused vacation leave for the equivalent cash compensation each fiscal year in an amount equivalent to those hours used during the year.



## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:  
Open Until Filled**

Applications will be reviewed upon receipt, and selected applicants will be scheduled for personal interviews with Bob Murray & Associates. Recommended candidates will advance to an interview with the Sacramento Metropolitan Air Quality Management District and be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following the selection of the Director of Administrative Services.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080



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