



Capital Area Council of Governments

Job Description

CAPCOG Title: Air Quality Program Specialist
Division: Regional Services
Reports to: Air Quality Program Manager
State Title and Salary Grade: Program Specialist III/B-19
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

The Air Quality Program Specialist will perform complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing the Air Quality Program's initiatives and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. This position may provide guidance to others and will work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Collects, organizes, analyzes, and/or prepares air quality related data/materials.
- Provides support and collaborates in the planning, development, and implementation of program initiatives.
- Performs research and identifies requirements, laws, regulations, policies, and procedures that support, or hinder planning and development work tied to planning and natural resources initiatives.
- Performs research in the preparation of administrative reports, studies, and specialized projects.
- Manages vendor contracts for the Air Quality program.
- Plans and implements outreach and education efforts, including attending events, presenting to stakeholders, and managing program social media accounts and websites to support program goals.
- Prepares and reviews literature, statutes, rules, and/or policies.
- Analyzes legislation to develop recommendations for policy in programmatic areas relating to the implementation, improvement, and/or expansion or reduction of program funding.
- Serves as a liaison to government agencies, community organizations, or the general public to assist in explaining program specifics and requirements.

GENERAL QUALIFICATIONS

Education

- Completion of a bachelor's degree or equivalent from an accredited four-year college or university is required.

Experience

- Three years of professional experience conducting similar work is required.
- A master's degree may substitute for experience on a year-for-year basis.

Preferred

- Course work in math or statistics, natural sciences, and communications is strongly preferred.
- Experience with ArcGIS and other mapping software is preferred.
- Ability to read, speak, and write Spanish for outreach activities is preferred.

Knowledge, Skills, and Abilities

- Knowledge of math and scientific terminology and principles, and statistical analysis processes.

- Knowledge of research techniques and report preparation.
- Knowledge of air quality and the Clean Air Act.
- Skill in written and oral communications.
- Skill in identifying measures or indicators of program performance.
- Skill in operating computers and use of Microsoft Word and Microsoft Excel programs.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to read, speak, and write Spanish is preferred

Other Requirements

- Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.

PHYSICAL REQUIREMENTS

Requirement	% of Time
Remain in a stationary position at a desk throughout the workday.	60-90%
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	0-30%
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	0-30%
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	60-90%
Move objects weighing up to 35 of pounds.	0-30%
Lift objects from the floor and up onto a shelf or desk weighing up to 35 of pounds.	0-30%
Converse with others both in person and over the phone.	30-60%
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	0-30%
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	0-30%
Performs duties in professional office environment.	60-90%
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	0-30%
Drives a vehicle to perform CAPCOG business.	0-30%

KEY

- Never 0%
 Seldom 0-30%
 Regularly 30-60%
 Frequently 60-90%
 Constantly 90-100%

- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day
- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day
- Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day
- Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day