



San Diego County
Air Pollution Control District

CHIEF – DEPARTMENTAL ADMINISTRATIVE SERVICES

AIR POLLUTION CONTROL DISTRICT

Anticipated Hiring Range: \$150,000 to \$160,000 Annually

Generous Benefits Package | Hybrid Telework Opportunities



The Position

The San Diego County Air Pollution Control District (SDAPCD) invites your interest for its **Chief, Departmental Administrative Services** position.

This position will be responsible for oversight and management of the major functional areas of the Fiscal/Budget, Accounting, Permit Processing, and Fleet & Facilities Maintenance Units of the District. The Fiscal/Budget Unit is responsible for the development and monitoring of the annual budget; reviewing and updating District cost recovery efforts, including fees for services and the cost allocation plan; financial and grants accounting and reporting; and coordinating external audits. The Accounting Unit handles all accounts receivable and accounts payable transactions for the District; reconciliation of permit application fees; management of suspense and trust accounts; and supporting procurement activities and annual audits in conjunction with the Budget/Fiscal Unit. The Permit Processing Unit manages operating permits for over 4,000 businesses and collects and processes applications and fees for new and modified permits. The Fleet & Facilities Unit manages maintenance and improvement projects for the District-owned office building, which includes an onsite air quality laboratory, and a fleet consisting of over 55 vehicles.

The Department

The San Diego County Air Pollution Control District (SDAPCD) is a regional government agency that regulates sources of air pollution within San Diego County. SDAPCD is nationally recognized with award winning programs and a budget of \$155 million with 178 staff positions for Fiscal Year 2025-26. The SDAPCD is governed by an 11-member Board comprised of County, City, and public representatives. SDAPCD consists of six (6) major divisions: Air Quality Monitoring and Technical Services; Air Quality Planning, Incentives, and Rule Development; Engineering; Compliance; Business Support Services, and Administrative Services.

The Chief provides management level support and oversight over the following APCD program:

- **Business Support Services** – Manages Budget, Accounting, Permit Processing, and Fleet/Facilities

Note: California Assembly Bill 423 (Gloria, 2019), amended the California Health and Safety Code to require the composition of the SDAPCD Board to include County, City and public members as of March 1, 2021. SDAPCD staff remain County of San Diego employees and existing salaries & benefits are not affected. In addition, SDAPCD employees remain in the SDCERA retirement system.

Our Mission:

To improve air quality to protect public health and the environment.



The Ideal Candidate

The ideal candidate will be a strategic, people-focused leader with extensive supervisory experience in a public agency or complex regulatory environment. This role emphasizes leading and developing teams, fostering accountability, and creating a culture of collaboration and continuous improvement. While financial oversight is important, the focus is on strategic leadership—guiding professionals who manage budgeting, accounting, permitting, and administrative functions. The ideal candidate will bring financial expertise for high-level decision-making, ensure fiscal integrity, and align financial strategies with organizational goals. Candidates should have experience with public sector operations, including budgeting, financial reporting, auditing, fee programs, cost allocation, ERP systems, and process improvement. Most importantly, this leader will empower skilled staff, strengthen internal processes, and drive organizational effectiveness.

The ideal candidate will also possess a professional history that demonstrates the following leadership attributes and competencies:

- Extensive experience in fiscal management, budgeting, and accounting
- CPA license and/or MBA highly desirable
- Expertise in annual audits and ACFR preparation
- Proven management and supervisory experience, including recruitment and development of a diverse workforce
- Background in government or special district operations
- Strong relationship-building with agencies, associations, and community partners
- Ability to set clear expectations, define roles, and create accountability systems
- Skilled in fostering collaboration, trust, and continuous improvement
- Ability to translate complex financial data into actionable insights for leadership and boards
- Knowledge of internal controls, fiscal policies, and compliance oversight
- Experience improving processes for efficiency, transparency, and service delivery
- Track record of setting performance metrics, monitoring outcomes, and driving results
- Change leadership skills—constructively challenges status quo and leads with clarity and empathy

Minimum Qualifications

Five years of experience that demonstrates the ability to perform the essential functions of the classification which must include two years of management or supervision; AND a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies; OR a combination of experience and/or education as stated above.

Notes: A master's or doctoral degree from an accredited US college or university, or a certified foreign studies equivalency, may substitute for up to one year of the required experience.

Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects



Compensation & Benefits

The anticipated hiring range is \$150,000 to \$160,000 annually. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance- based and goal-oriented.

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Reciprocity with other governmental retirement systems may be granted; for additional information, visit the [San Diego County Employees Retirement Association](#)
- Defined benefit retirement program
- Deferred Compensation Program 457 and 401(a) plans
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)
- May be eligible for a relocation allowance up to \$15,000



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.



How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 26211102U.
2. Attach your résumé and cover letter.
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)
4. Complete Supplemental Questionnaire with your application.

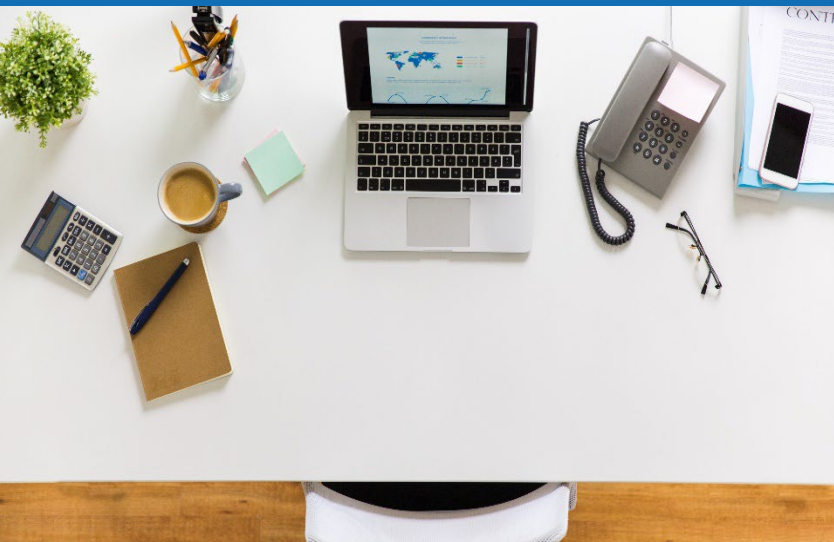
Key Dates:

- Resume Review : First review will be the week of March 30, 2026
- Interviews: April 13, 2026
- Expected Start date: May 2026

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire

Special Notes

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.



Contact Information

You may direct any questions regarding the position or application/selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources via email at: Bryan.Faircloth@sdcounty.ca.gov.