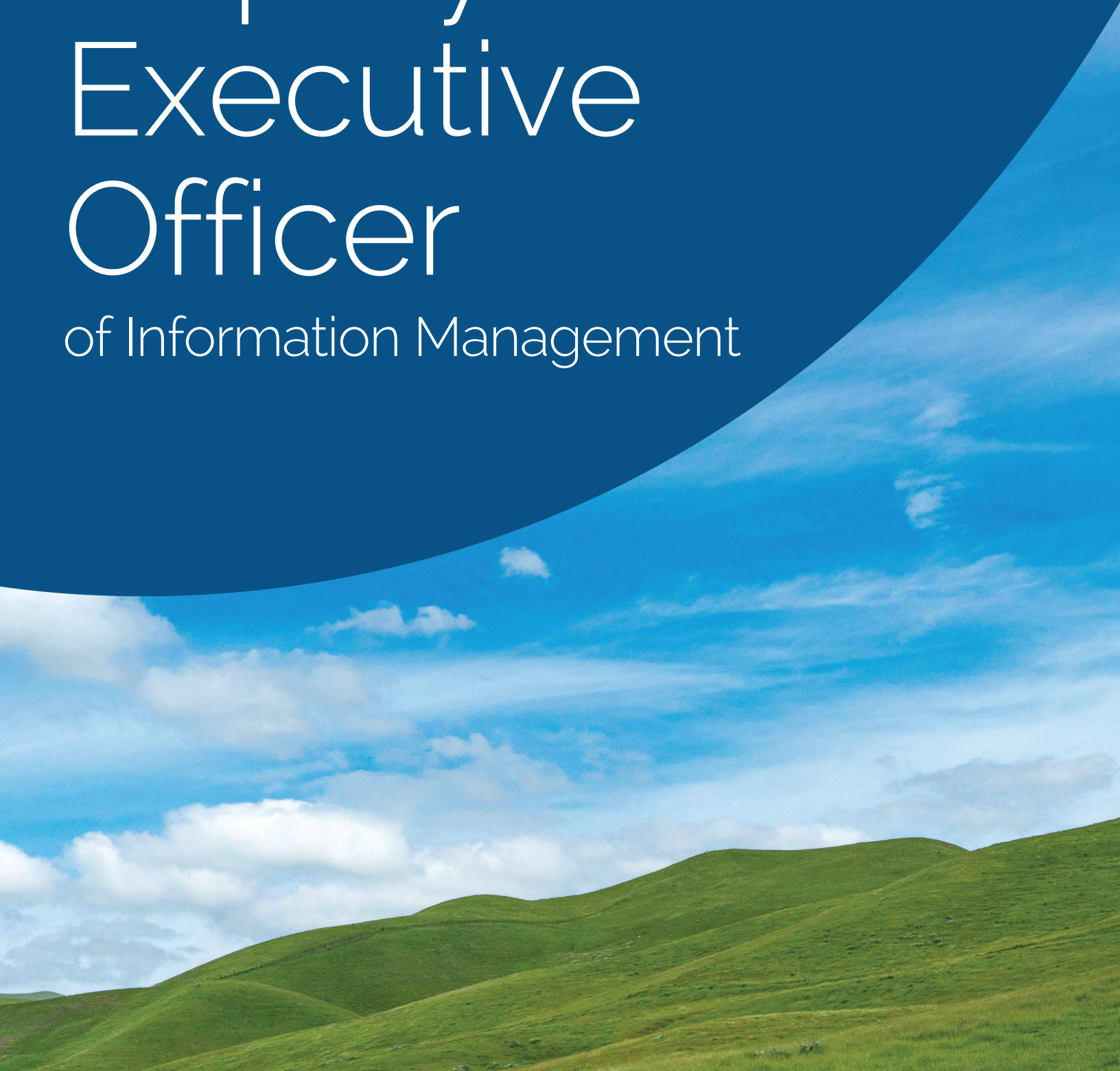
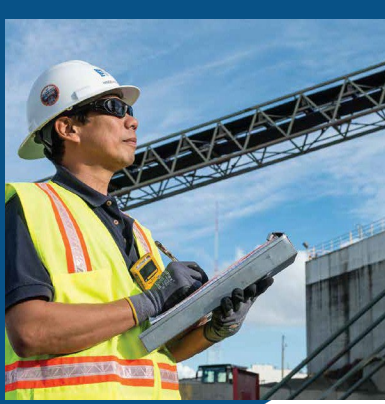


# Deputy Executive Officer

of Information Management







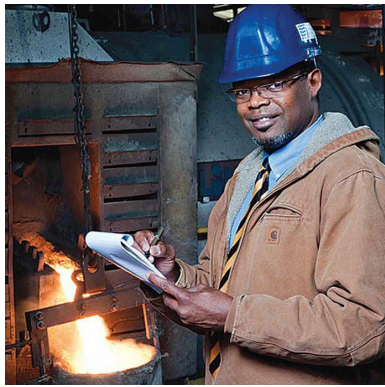
# About the Air District



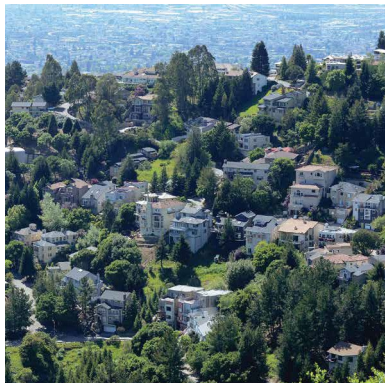
**The Bay Area Air District** (Air District) created in 1955, is the state's first regional agency to regulate air pollution. The Air District was created during this time, as the air in the Bay Area was often unhealthy to breathe due to burning, vehicle exhaust, and factories polluting the air.

The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround the San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine Bay Area counties, with the number of board members from each county being proportionate to its population.

The Board of Directors oversees policies, adopts regulations, and promotes and incentivizes clean air actions to reduce air pollution in communities within the Air District jurisdiction. The Board also appoints the Air District's Executive Officer/Air Pollution Control Officer (EO/APCO), who implements these policies, gives direction to staff, and provides air quality thought leadership on a state, national and global scale. The Air District consists of 538 dedicated staff members, including engineers, inspectors, planners, scientists, and other professionals.



The Air District has a mission to improve air quality to protect public health, reduce historical and current environmental inequities, and mitigate climate change and its impact. This mission cannot be realized without a clear focus on our most impacted communities and addressing the environmental injustices that they experience. Six core values that drive the Air District are: transparency, partnership, environmental justice, equity, trust, and integrity. The Air District also aims to achieve its mission through many strategic goals including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards for all criteria pollutants, creating high-quality regulatory programs, establishing the Bay Area as a leading area for emissions reductions, and applying environmental best practices in all operations.

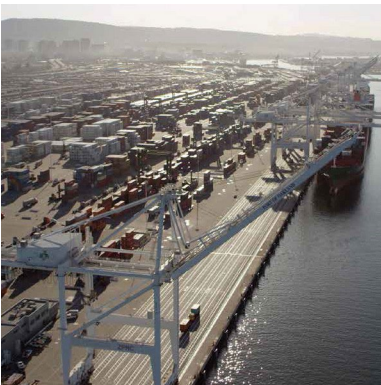


The Air District has made vast improvements in the quality of air we breathe by controlling air pollution from stationary emission sources such as factories, refineries, and power plants, and from small facilities like gas stations and dry cleaners. However, new approaches are needed to reduce the disproportionate and cumulative environmental impacts that remain in overburdened communities. The Air District oversees one of the most robust air monitoring networks in the nation with more than 30 air monitoring stations that measure air quality throughout the Bay Area and inform daily air quality forecasts. The Air District also ensures that businesses comply with some of the nation's most stringent air pollution laws and regulations, provides incentives and grants to encourage clean air alternatives and actions, and prioritizes our work in communities on the frontlines of pollution exposure. On days where ozone or fine particulate pollution levels are high, the Air District issues "Spare the Air" alerts to warn the public of the potential health hazards. While the Air District has improved air quality over the past seven decades, there are still challenges today due to the growing population, traffic, catastrophic wildfires driven by climate change, and the legacy of concentrated burdens in underserved communities.



The Air District recognizes and values the contributions of every employee and works to sustain an environment where everyone is respected. We incorporate the principles of diversity, equity and inclusion within our decision-making strategies, policies, procedures, regulations, funding initiatives, public outreach, planning, and hiring.

# The Position



The Air District is currently accepting applications for the position of **Deputy Executive Officer of Information Management**. There is one (1) vacant full-time position. This at-will position is appointed by the Executive Officer/Air Pollution Control Officer and serves a term of three (3) years which may be extended.

Under direction of the Executive Officer/Air Pollution Control Officer, the **Deputy Executive Officer of Information Management** provides high-level technical, policy, and strategic direction in the management of the Air District's programs and activities. The position oversees the modernization of the Air District's technology infrastructure, improvement of core business processes, and coordination of strategic cross-functional projects. It oversees the following functions:

## Enterprise Technology Solutions

Enterprise Technology Solutions identifies, develops, and implements both custom and off-the-shelf technologies that enhance the Air District's core operations. Key examples include systems, which enable permitting, inspection, and enforcement processes for regulated facilities, grants management tools, the Air District's financial system, and the technology powering the public-facing website. Enterprise Technology Solutions works closely with other service areas to streamline business processes, promote innovation, and ensure that technology solutions effectively meet staff and community needs.

## Information Services

Information Services is responsible for designing, implementing, and maintaining the Air District's information technology infrastructure. This includes managing servers and networks, telecommunications, cybersecurity, business continuity, and disaster recovery systems. Information Services also provides user support to Air District staff and technical assistance to external stakeholders, ensuring seamless and secure access to online services. By focusing on resilience and continuous improvement, Information Services safeguards the Air District's data and systems against evolving threats and disruptions and fosters effective implementation of initiatives to improve air quality, protect public health, and address environmental challenges in the Bay Area.

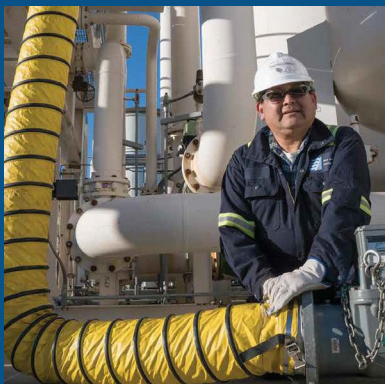
## Strategic Innovation

The position will oversee additional projects that aim to modernize Air District operations and bring innovative solutions to advance the Air District's mission. As an example, the 2024-2029 Strategic Plan guides the Air District's work to address air quality issues more effectively, with a focus on communities most overburdened by air pollution. It also guides how to transform our organization to align more closely with our core values of environmental justice, equity, integrity, partnership, transparency, and trust. The Air District is beginning to implement the goals and priorities across the Air District and will be reporting the results. This position will facilitate Strategic Plan implementation through a systems approach to tracking, reporting, and transparency measures. For more information on the 2024-2029 Strategic Plan, visit: <https://strategicplan.baaqmd.gov/>.

This appointed, at-will position is accountable for overseeing and establishing priorities and goals for the assigned functions and for furthering Air District goals and objectives in an effective manner; acts as the Executive Officer/Air Pollution Control Officer as assigned or delegated; and performs related work as assigned including but are not limited to:

- Provides technical and policy direction and support to the Executive Officer/Air Pollution Control Officer and the Air District Board.
- Represents the Air District and/or the Executive Officer/Air Pollution Control Officer in varied situations with various groups and agencies both within and outside of the Air District; interacts with elected officials
- Plans, organizes, coordinates and directs the work of assigned functions.
- Directs the development and implementation of goals, objectives, policies, procedures and work standards for assigned functions.
- Directs the management of and makes policy recommendations regarding assigned programs and activities.
- Organizes and coordinates the development and implementation of projects and activities with other agencies.
- Ensures conformance with program schedules, budgets, and contracts.
- Develops and presents technical and policy issues and recommendations to the Air District Board and the Executive Officer/Air Pollution Control Officer.



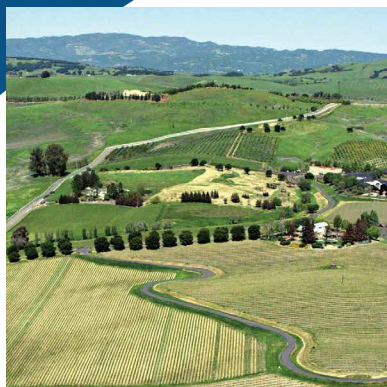


# The Ideal Candidate



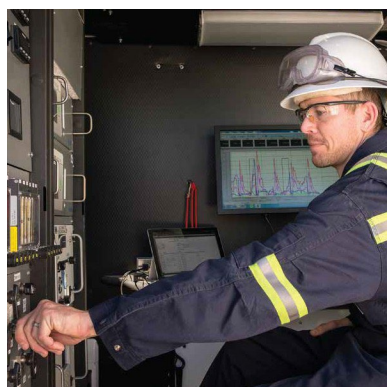
The Air District is seeking an experienced, collaborative, and goal-oriented Deputy Executive Officer. This person will be trusted to make high quality decisions and ensure accountability. A candidate who is mission driven, passionate, strategic and can guide a team will be successful. The successful candidate has:

- Demonstrated strong supervisory and leadership skills with the ability to create a team-oriented, nurturing environment that emphasizes diversity, equity, inclusion, collaboration, communication, accountability, and responsiveness to achieve the equity and environmental justice goals and objectives of the Air District
- Politically astute and working effectively with diverse stakeholders in highly complex and political environments
- High emotional intelligence, understanding the value and importance of clear communication and direction
- Excellent administrative skills and desire to mentor and develop staff
- Strong ethics possessing the highest level of integrity
- Forward thinking, innovative, creative, and solution-oriented
- Strong commitment to the Air District and passion and aptitude for their work and the mission of the organization



## Key Qualifications:

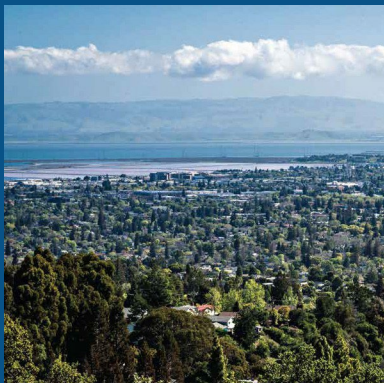
- Experience working within or with government agencies and partnering strategically with internal or external collaborators to advance shared goals
- Excellent organizational and project management skills, with the ability to prioritize and manage multiple, cross-functional projects simultaneously
- Ability to effectively represent the Air District in contacts with elected officials, public, communities, industry, and other stakeholders
- Strong interpersonal skills and establishing effective collaborative relationships both internally and externally
- Knowledge of social, political, and environmental issues influencing air quality management programs
- Ability to analyze complex technical and administrative issues; ability to oversee and implement complex information systems
- Current and emerging development of technology, information management systems, and computer operations
- Demonstrated experience leading complex digital transformation initiatives, including modernization of legacy systems and integration of new technologies to improve operational efficiency.
- Proven ability to oversee enterprise-level IT infrastructure, including cybersecurity, cloud migration, business continuity, and disaster recovery planning in a public sector or regulated environment.
- Skilled in the development of strategic metrics and performance dashboards to track implementation progress, measure outcomes, and communicate impact to leadership, staff, and the public.



The full class specification can be found [here](#).

## MINIMUM QUALIFICATIONS

Equivalent to a graduate degree in engineering, business or public administration, computer science, information systems management, or a closely related field and five years of experience managing computer and information technology related programs and activities, preferably with a public agency.



# Compensation & Benefits



**SALARY:** \$281,290 – \$341,910 Annually



## Health Benefits

The Air District provides a wide range of benefits including medical, dental, and vision coverage to employees and their dependents along with life insurance and disability plans. The Air District pays 100% for employee-only coverage and pays 90% for dependent coverage.



## Vacation Leave Allowances

Approximately 96 hours of vacation leave per year. Accrual rate increases with years of service. The Deputy Executive Officer receives an additional 120 hours of management leave.



## Holidays

14 paid holidays per year. Employees will also be granted 40 hours of floating holidays per fiscal year. Management employees receive 72 hours of floating holidays per year.



## Sick Leave Allowances

Approximately 96 hours of sick leave per year.



## Retirement

CalPERS 2% at 62 formula for new members, or 2% at 55 formula for existing or "classic" CalPERS members with less than a six-month break in service from another CalPERS reciprocal agency.



## Money Purchase Pension Plan

The Air District makes contributions on behalf of the employees towards their retirement in the Money Purchase Pension Plan.



## 457 Deferred Compensation Plan

The Air District provides a 457 deferred compensation plan through MissionSquare Retirement.



## Transit/Carpool Subsidy

Transit/Carpool subsidy is available to employees who take public transportation, bike or carpool to work. Senior management employees receive a transit allowance.



## Education Reimbursement

Education reimbursement is available for employees for job-related education and skills enhancement pursuits.



## Work Schedule and Arrangement

With approval, employees may participate in a flexible work schedule and remote work.



## Employee Assistance Program

The Air District offers an Employee Assistance Program, which provides free confidential counseling services to employees and members of their household.



# How to Apply & Selection Criteria



## HOW TO APPLY

Interested individuals must submit a completed Air District application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on Friday, October 10, 2025**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply.

## SUPPLEMENTAL QUESTIONS INSTRUCTIONS

Individuals who apply for this position must respond to each of the required supplemental questions. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section. The supplemental questions can be found at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs).

## SELECTION CRITERIA

The selection may include an application screening and/or panel interview depending on the number of qualified applicants. The most qualified applicants will be invited to an in-person interview.

### Equal Employment Opportunity

It is the Air District's policy to provide equal employment opportunities for all persons without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age or sexual orientation.

**Human Resources Office**  
**415.749.4980**  
**[HR\\_Staff@baaqmd.gov](mailto:HR_Staff@baaqmd.gov)**

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