



POSITION ANNOUNCEMENT
ASSOCIATE AIR QUALITY SPECIALIST
(Open/Promotional
Internal/External)

SALARY AND BENEFITS: \$3442 to \$4194 per month plus \$810 Cafeteria Health Benefit Plan; Retirement Plan with an additional 7% District contribution; Paid Vacation, Holidays, Sick Leave, Life Insurance, and Disability.

APPLICATION DEADLINE: Applications will be accepted until **4:00 P.M. on Friday, February 15, 2008.**

The Mojave Desert Air Quality Management District is recruiting for an Associate Air Quality Specialist. Under technical supervision, the Associate Air Quality Specialist is familiarized with and trained to perform assigned District, State and Federal air quality regulatory programs and assist in the preparation of written correspondence, reports, permits, rules and plans and related duties as required.

The District, headquartered in Victorville, provides air quality compliance, engineering, and monitoring services for the Mojave Desert Air Basin.

Education/Experience/Qualifications:

This position requires the possession of a high school diploma or equivalent. The knowledge and abilities of an Associate Air Quality Specialist should include, but not limited to, the principles of science (primarily chemistry and physics) and mathematics related to determining, evaluating, monitoring and controlling air quality; familiarity with specific source types, air pollution control equipment, with existing industrial and commercial facilities and with local, State and Federal air quality-related guidance and regulations; principles and methods of measuring air quality; purposes and procedures of agencies involved in air quality management; analysis of legislation, regulations and technical publications related to air quality management; application of scientific method to investigate air pollution problems and principles of industrial safety.

THE EXAMINATION:

Neatness, grammar, spelling and professional appearance of the application will be considered in reviewing your submittal. The application process is part of the testing process. All submitted application materials would be reviewed and screened based on the necessary employment standards for the position. The District reserves the right to organize a written or oral exam.

Application Process: Applications will be accepted at the District office located at 14306 Park Avenue, Victorville, CA 92392-2310. Faxes and/or copies of the District application form **are not** acceptable. A resume **will not** be accepted in place of a completed original Mojave Desert AQMD application form. A resume may not be attached as a substitute for completing any section of the application. The District must receive all application materials no later than the day and time specified at **APPLICATION DEADLINE** outlined on this announcement.

Eligibility Lists: A list of qualified candidates will be established in descending order of score or rank resulting from the evaluation or examination process. Candidates' names may remain on an eligibility list for six months unless otherwise indicated. Eligibility Lists may be extended under special circumstances.

Medical Examination: Conditional offers of employment are made with the understanding that candidates must pass a medical examination. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of the District's medical examination.

Immigration Law: At the time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

Probationary Period: All regular District employees must satisfactorily complete a probationary period of six months. Upon promotion, employees must complete a new probationary period.

Note: The Director of Administrative Services may specify the number of candidates to be qualified in the evaluation or examination or any part of any recruitment. The Director of Administrative Services may amend, revise or terminate any part of this recruitment, or the entire recruitment, without further notice.

APPLY TO: Mojave Desert Air Quality Management District
Administrative Services
Attn: Ms. Jean Bracy
14306 Park Avenue
Victorville, CA 92392-2310

This position announcement is descriptive only and does not constitute an employment contract expressed or implied.