



GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

157 Short Street, Bishop, California 93514-3537

Tel: 760-872-8211 www.gbuapcd.org

Administrative Services Officer

Salary: \$119,592 to \$160,284 per year with employer-paid health insurance and additional generous benefits

The Great Basin Unified Air Pollution Control District seeks a qualified individual for the Administrative Services Officer. The position leads and oversees all financial operations and activities of the agency including accounting, budgeting, purchasing, financial reporting, contract management, special funding management, and the supervision of fiscal staff. With the support of the Air Pollution Control Officer, the position also leads personnel and human resources functions, benefits administration, and insurance management. As an upper-level management role, the position may be called on to perform other administrative duties as required to help fulfill the District's mission to protect public health and the environment.

The position is based in [Bishop, California](#), a charming small town with wonderful recreational opportunities. The role is full-time, exempt, and non-represented.

For a complete job description, summary of benefits, and instructions on how to apply, please visit www.gbuapcd.org/employment or <https://gbuapcd.bamboohr.com/careers> .

Recruitment will be open until the position is filled.