

AGRICULTURAL COMMISSIONER – SEALER OF WEIGHTS AND MEASURES

DEFINITION

To plan, direct, administer and coordinate the enforcement of the rules and regulations of the California State Food and Agriculture Code and the California Administrative Code related to agriculture, and to the inspection, standardization and quarantine of agriculture products; to enforce the rules and regulations of the California State Business and Professions Code related to weights and measures standards, specifications and tolerances; to plan, develop ordinances and regulatory policy to implement and administer air pollution, vegetation and environmental management, and Certified Unified Program Agency (CUPA) programs.

DISTINGUISHING CHARACTERISTICS

This is a single-position department head classification responsible for the overall management of the agricultural, weights and measures, air pollution, vegetation, environmental management and hazardous waste and materials programs for Glenn County. The incumbent is appointed by the Board of Supervisors for a four year term as Agricultural Commissioner and Sealer of Weights and Measures, and is appointed and serves at their pleasure as Air Pollution Control Officer and Director of the CUPA Administrating Agency.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors; exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.

Directs, oversees and participates in the coordination of agricultural, weights and measures, air pollution control, vegetation, environmental management and hazardous waste programs.

Administers the Certified Unified Program Agency (CUPA), which oversees hazardous waste generator inspection and on-site hazardous waste treatment programs, above ground storage tanks, hazardous materials release response plans and inventory program, risk management program, underground storage tank program, and uniform fire code plans and inventory requirements.

Administers the Air Pollution Control District which enforces sections of the Health & Safety Code pertaining to Air Pollution Control and develops and implements district ordinances which pertain to regulations of sources that emit air contaminates.

Agricultural Commissioner-Sealer of Weights and Measures
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. #2006- 06
Res. #2007- 03
Res. #2007- 03
Res. #2007- 03

Coordinates department activities with those of other departments and outside agencies and organizations.

Meets with state and county officials, industry representatives, and others to influence the outcome of proposed legislation as appropriate and on various other matters of mutual interest; meets with other county and state officials to set guidelines on how various regulatory programs will be implemented.

Develops legislation and county ordinances which are of benefit to programs under the department's direction.

Collaborates with air pollution control officers to develop, amend and implement the Sacramento Valley Agricultural Burn Plan.

Participates in the work of the California Air Pollution Control Officers Association and its Executive Director, as well as the California Agricultural Commissioners and Sealers Association.

Assesses civil penalties for violations of agriculture and air pollution control laws and regulations; conducts public hearings on regulation and fee changes.

Provides staff assistance to the Board of Supervisors.

Supervises and participates in the development and administration of the Agriculture Commission and individual program budgets; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Develops funding sources for department programs.

Prepares and submits annual financial statements for assigned programs to state agencies; submits an annual report to the State Director of Agriculture on pest eradication, control or quarantine in the county.

Selects, trains, motivates and evaluates the work of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Makes presentations to various public organizations as requested.

Prepares, presents and/or submits a variety of documents, including staff reports, technical reports, news releases and correspondence.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and county laws and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of personnel management.

Principles and practices of public relations.

Modern and complex principles and practices of agricultural, weights and measures, air pollution control, vegetation and environmental management, and hazardous waste and materials development and administration.

Basic principles of biology, engineering, chemistry, physical science and toxicology as applied to agricultural, weights and measures, and environmental programming.

Proper pesticide use and enforcement, including methods of control and eradication of various weeds and pest animals.

Types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities.

Physical principles, mechanics, construction, operation and maintenance of weighing and measuring devices.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Basic arithmetic, algebra and geometry, and statistical analysis.

Ability to:

Understand, apply and enforce pertinent laws, policies, rules and regulations.

Effectively administer a variety of agricultural, weights and measures, air pollution control, vegetation and environmental management, and hazardous waste and materials management programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Enforce rules and regulations affecting agricultural inspection, weights and measures, air pollution, vegetation and environmental management, hazardous waste and materials laws, codes, rules and regulations.

Prepare and gain public acceptance of ordinances to implement various programs.

Select, supervise, train and evaluate staff.

Gain cooperation through discussion and persuasion.

Prepares and administer budgets.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare complex reports.

Make required calculations accurately and quickly as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years in agricultural inspection and weights and measures work, including three years of administrative and supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university, with major course work in agriculture, chemistry, physics, engineering or related field.

LICENSE OR CERTIFICATE:

Possession of a valid County Agricultural Commissioner and County Sealer of Weights and Measures certificate.

Possession of, or ability to obtain, a valid California driver's license.

Classification Code:	0586988
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	476