

**ASSISTANT AGRICULTURAL COMMISSIONER –
SEALER OF WEIGHTS AND MEASURES**

DEFINITION

To plan, coordinate, and supervise the operations of the Agricultural Commissioner's Office, including enforcement of all laws and regulations which pertain to agricultural programs, weights and measures, air pollution and hazardous material programs, and to perform technical and administrative tasks related to areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This single position classification serves as the assistant department head in the Agricultural Commissioners Office. The Assistant Agricultural Commissioner is distinguished from the class of Deputy Agricultural Commissioner in that the latter is a division supervisor with duties and responsibilities that are more limited in scope.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Agricultural Commissioner; directly supervises subordinate supervisory and professional staff.

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

Coordinates and manages departmental activities and programs, ensuring compliance with all applicable policies, procedures, laws, rules and regulations.

Supervises subordinate supervisory and professional staff; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, selecting new employees and acting on employee problems.

Reviews staff reports and records for accuracy and completeness.

Provides and coordinates staff training.

Develops and implements departmental policies and procedures.

Administers approved departmental annual budget.

Assistant Agricultural Commissioner-Sealer of Weights and Measures
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.- 07/01/11

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Establishes and maintains cooperative working relationships with other county and state officials and outside agencies; meets with local, state and federal agencies to develop regulations, research projects, etc.

Conducts public agency workshops.

Attends Board of Supervisors meetings and other meetings as appropriate.

Evaluates investigative reports for enforcement action.

Serves as administrative hearing officer / advocate for civil actions.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and county laws and regulations.

Principles and practices of agricultural, weights and measures, air pollution control, vegetation and pest abatement programs, hazardous materials and under-ground storage, and Certified Unified Program Agency programs and administration.

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.

Administrative techniques used in supervising various programs and activities.

Budgeting procedures and techniques.

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.

Organize, direct and implement a comprehensive agricultural, air pollution, weights and measures and hazardous materials inspection program.

Make sound, educated decisions and work independently with little supervision.

Supervise, train and evaluate assigned staff.

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.

Effectively administer assigned budgets.

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:

Five years in agricultural inspection, weights and measures work, or environmental health programs, including two years of administrative and supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with specialization in one or more appropriate disciplines: agriculture, chemistry, physics, engineering or related field.

License or Certificate:

Requires all state licenses in agriculture biology and weights and measures, and licenses as a Deputy Agricultural Commissioner and Deputy Sealer.

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

Classification Code:	0566908
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	451