

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

DEFINITION

To plan, coordinate, supervise, and develop the operations of the Agricultural Commissioner’s Office, including enforcement of all laws and regulations that pertain to agricultural programs, weights and measures, and to perform technical and administrative tasks related to areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification works under the direction of the Agricultural Commissioner/Sealer of Weights and Measures, with emphasis on fiscal responsibility, upper management organization, and the direction and coordination of commissioner/sealer’s programs.

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive:

Prepares department budget, regularly evaluates budget status; oversees department expenditures.

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.

Evaluates subordinate supervisory and professional staff, as assigned.

Coordinates the preparation of the annual financial report.

Represents the department at various meetings and makes informational presentations.

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

Provides leadership, direction, and coaching to subordinate employees in the area of performance management, problem resolution, planning, and work assignments.

Analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects including grants and capital projects.

Reviews county trends, enforcement issues, and assignments; identifies policy and compliance issues, and makes recommendations to the commissioner/sealer when appropriate.

Serves as the county advocate for Ag Civil Penalty hearings.

Develops effective working relationship with the leaders of the agricultural and business communities; provides customer service in compliance with departmental policies.

Stays current on local, state and federal laws, rules regulations, and ordinances pertaining to the activities of the division; confers with the Agricultural Commissioner to develop plans the initiate procedural changes.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal and state laws and regulations and county ordinances.

Principles and practices of agricultural, weights and measures, vegetation and pest abatement programs, and administration.

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

Occupational safety and health rules and regulations.

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.

Departmental policies and procedures.

Ability to:

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

Organize, direct and implement a comprehensive agricultural and weights and measures program.

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

Effectively manage, lead, and delegate tasks and authority.

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 of experience in agricultural inspection and enforcement of agricultural laws, including two years of experience in a position equivalent to a Deputy Agricultural Commissioner, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Training:

Possession of a bachelor's degree from an accredited college or university with major course work in one or more appropriate disciplines in agriculture, biological or physical science or chemistry as required by the California Food and Agricultural Code.

License or Certificate:

Requires all county agricultural inspector licenses, county weights and measures inspector licenses a valid State of California Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures license, as well as either a valid State of California Agricultural Commissioner license or Sealer of Weights and Measures license issued by the California Department of Food and Agriculture.

Must possess and maintain throughout employment a valid California class C driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to perform inspections, to operate a motor vehicle and to visit various County and meeting sites, vision to read printed materials and on a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, the job also involves field inspections work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects, up to 50 pounds, as necessary to perform job functions. Appropriate personal protective equipment will be work as required.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position is Federal Labor Standards Act (FLSA) exempt and does not earn overtime or compensatory time off (CTO).

Classification Code:	0566908
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	463