

COUNTY OF SOLANO

ASSISTANT AGRICULTURAL COMMISSIONER/ SEALER OF WEIGHTS AND MEASURES

Rev. 2/07
CSC Exempt

DEFINITION

Assists the Agricultural Commissioner/Sealer in managing and directing a group of assigned staff and operational and administrative functions within the Agriculture Department and the Division of Weights and Measures.

DISTINGUISHING CHARACTERISTICS

This is an assistant department head level position, responsible for assisting in the planning, coordination and administration of one or more phases of departmental operations. The employee in this position assists in establishing and administering operational policies, goals and procedures and in developing and administering the department budget. Responsibilities of this position, demand thorough knowledge of and expertise in executing programs within state legal requirements, county ordinances, policies, and procedural guidelines that benefit the consumer, the environment, public safety, and the agricultural industry. This class is distinguished from the Agricultural Commissioner/Sealer of Weights and Measures in that the latter is a department head with the responsibility for overall management of the department. This class is further distinguished from the Deputy Agricultural Commissioner/ Sealer of Weights and Measures in that the Assistant Commissioner is responsible for supervision over the Deputy Commissioner and in the broader scope of administrative and program responsibility.

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

Plans and manages the agricultural/weights and measures inspection programs; oversees the work of subordinate supervisory personnel engaged in the various inspection and enforcement programs.

Supervises subordinate supervisors and support staff; analyzes the department's workload data; participates in the interview, selection, and evaluation of personnel to be assigned to the Agricultural/Weights and Measures department and plans training; reviews and mediates personnel problems and takes corrective/disciplinary action as necessary.

Assists the Agricultural Commissioner/Sealer of Weights and Measures in the formulation of long-range goals of the department and in developing plans for accomplishing these goals.

Identifies areas for organizational improvement and initiates changes to improve organizational efficiency and customer service; analyzes problems and develops or delegates the development of improved processes, procedures, or systems.

Provides a safe working environment for staff; updates and maintains compliance with safety policies and procedures; ensures appropriate safety training for staff; serves as a member of safety committee.

Reviews legislative bills of interest, and analyzes potential impacts on Department workload; ensures that personnel are kept informed of law and regulation revisions, as well as new inspection techniques, procedures, and policies.

Assists in the preparation of the budget; gathers information and prepares reports relative to projected costs; monitors expenditures.

Institutes investigations to ascertain facts and gather evidence; holds hearings on violations of laws and regulations pertaining to agriculture/weights and measures, and other matters; confers with the Department Head to determine the need for further action and makes requests for prosecution by the District Attorney.

Represents the Department at meetings and conferences; interacts with colleagues at the local, county, state, and federal levels; responds to inquiries from staff and the public; may make presentations before groups; drafts news releases and interacts with the media.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable sections of the California Food and Agricultural Codes, California Business and Professions Code, California Code of Regulations, County ordinances, and federal laws, and regulations pertaining to agricultural and weights and measures programs

Public administration as related to budgeting, operations design/justification/evaluation and supervision.

Program planning, implementation, and evaluation techniques.

Research and analysis practices and techniques; methods for gathering and evaluating statistics.

Principles and practices of supervision; performance evaluation and discipline processes applicable to the public sector; staffing requirements for the program; training and supervisory practices.

Insects, diseases, pesticides, weeds, animals, pest animals, modern control and enforcement methods.

Modern methods of producing, packing, labeling, shipping, and marketing agricultural products; basic mechanical principles, especially as applied to vehicles, pumps and valves.

Skills to:

Utilize basic office equipment, including computers and Microsoft Office software products.

Ability to:

Assist in planning, organizing, and managing a complex department engaged in several different areas of inspection, enforcement, control, and service delivery; develop, communicate and direct operations toward accomplishment of goals and objectives; assist in developing and directing implementation of operational procedures.

Identify, analyze, and resolve administrative problems; make sound decisions and exercise independent judgment.

Develop, implement and communicate procedures and programs to respond to changing laws, rules and regulations and public demands; keep abreast of, understand, interpret, and explain laws, rules, regulations and policies governing departmental administrative practices; comply with laws, regulations, and professional practices governing the Agriculture Department.

Understand and respond appropriately to local community and political needs; interpret and use political direction to participate in development of responsive and effective operational policy; determine the appropriate course of action in stressful or emergency situations;

Direct the collection and analysis of data to establish and identify needs and evaluate program effectiveness.

Assist in preparing, and monitoring the budget and controlling expenditures.

Secure cooperation and teamwork from management, professional, technical and/or support staff; effectively delegate responsibility and authority; determine and evaluate achievements and performance levels; supervise managers, supervisors, and support staff..

Direct research of laws, regulations, and technical reference manuals; prepare/present various narrative and statistical reports.

Work effectively in an environment with considerable regulatory change and high public interest.

Communicate effectively both verbally and in writing; perform various public relations activities; establish and maintain cooperative working relationships with a wide variety of groups and individuals.

QUALIFICATION GUIDELINES

Education:

A Bachelor Degree from an accredited college or university; with major work in agriculture, biological sciences, physical sciences, or a related field. Additional qualifying management or supervisory experience in the agricultural or weights and measures field may be substituted for the required education up to 2 years.

Experience:

Five years of increasingly responsible experience in agricultural inspection and weights and measures testing and inspection with at least two years of experience equivalent to a Deputy Agricultural Commissioner/Sealer of Weights and Measures.

SPECIAL REQUIREMENTS

Incumbents shall possess a valid license as a Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

Possession of a valid license as an Agricultural Commissioner and Sealer of Weights and Measures issued by the California Department of Food and Agriculture is highly desirable.

Possession of a valid Class C California driver's license is required; independent travel and some overnight travel is required.

SUPPLEMENTAL INFORMATION:

This class is exempt from the provisions of the County Civil Service ordinance.

Incumbents are hired and retained at the pleasure of the appointing authority.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbent may be exposed to chemicals, plant/animal diseases or poison oak and must have a tolerance for chemical and agricultural odors. Incumbent may be required to drive autos or small trucks through fields and orchards; walk agricultural land in various weather conditions; may spend a great deal of time in a vehicle during hot weather.

Director of Human Resources

Established: 12/99

Revised: 02/07

BOS Date: 02/13/07