

COUNTY OF SOLANO

DEPUTY SEALER OF WEIGHTS AND MEASURES

Rev. 2/96

As amended 2/8/96

DEFINITION

Under general direction, manages the operation of the Weights and Measures Division of the Agriculture Department; assist department head with planning and organizing division activities; serves as a member of the department's management team.

DISTINGUISHING CHARACTERISTICS

This is a single position class which functions as the Division Manager for the Weights and Measures Division. The incumbent, pursuant to state, federal and county laws, plans, develops, organizes and supervises the work of a division and staff responsible for providing sound weights and measures practices in Solano County.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Plans, assigns, coordinates and supervises the operation of the Weights and Measures Division of the Agricultural Department, and the work of staff engaged in making inspections and enforcing state laws and regulations pertaining to weighing and measuring devices, petroleum products, net contents of packaged goods and weighmaster operations. Assists in establishing communication priorities, goals and objectives, coordinates work flow, assignments and program implementation; develops and communicates operational procedures to implement policy and/or new programs; analyzes work processes and results, taking corrective action if necessary; evaluate work accomplished by staff for completeness, accuracy and compliance with state and local standards; discusses discrepancies or outstanding work with subordinate supervisors or individual employees as appropriate; prioritizes and controls expenditures for the division; participates in selecting and training personnel; performs employee performance evaluations; conducts meetings of division staff to update information on programs; ensures proper licensing of staff; motivates staff in developing and increasing skills to perform division work; recommends discipline, promotion, cross-training, or other methods as appropriate and necessary.
2. Assists in the preparing and justifying the Division budget; assists in administering the Division budget and controls expenditures. Assists in evaluating the weights and measures program; assists in the institution of improvements and new activities, or with direction may discontinue activities to provide an efficient, effective enforcement program.

EXAMPLES OF DUTIES (Continued)

3. Initiates investigations to determine facts, gathers evidence and holds hearings on violations of weights and measures laws, rules and regulations; determines the need for further hearings and requests the prosecution of violators by the District Attorney or other appropriate agencies; hears complaints concerning weights and measures violations and determines the proper course of action.
4. Confers with others in the weights and measures field, including State, Federal and County personnel, to keep informed and to coordinate activities; prepares or supervises the preparation of inspections, testing and other reports.
5. Represents the County with Federal and State agencies, other counties, civic groups, the business community and the general public; conducts various public relations activities to inform the public of potential consumer problems and the services of the department.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable experience in a Weights and Measures program, including supervisory experience, which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Three years experience in a weights and measures program, one of which was at a lead or supervisory level.

Knowledge/Skills/Abilities

Thorough knowledge of State and Federal Weights and Measures laws, rules and regulations; testing procedures, standards and equipment; the construction, mechanics and operation of scales, meters, and other measuring devices; commercial distribution practices; investigative methods.

Considerable knowledge of functional responsibilities of a County Deputy Sealer of Weights and Measures in California; methods and practices used in enforcing and maintaining weights and measures standards; State and County reporting requirements; public relations techniques effective in maintaining rapport with the business community and the public.

Knowledge/Skills/Abilities (Continued)

Considerable knowledge of public administration, including personnel supervision, records management and office procedures; rules of evidence, investigative techniques and court procedures; effective public relations techniques.

Working knowledge of the principles and practices of budgeting and expenditure control; basic mechanical principles, especially as applied to vehicles, pumps and valves; basic computer operation.

Ability to plan, organize, and manage the work of the Weights and Measures Division; interpret, explain and apply the provisions of Federal, State and County laws, rules and regulations; develop, implement, and operationalize procedures and new programs; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; project consequences of decisions; delegate, prioritize, coordinate and review the work of staff; analyze situations accurately and take appropriate enforcement or corrective action; communicate effectively with and obtain information from irate persons; establish and maintain effective working relationships with State and Federal agencies, other departments of weights and measures, the District Attorney's Office and other County departments, the business community and the general public; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; communicate priorities, goals, and objectives to staff and encourage accomplishment; develop goals and objectives; plan, research and prepare budgets, funding proposals, narrative and statistical reports; control expenditures; comply with laws, regulations, and professional practices governing Weights and Measures; maintain accurate records and documentation of actions taken; arithmetical calculations; compose narrative reports with proper grammar and punctuation; identify, analyze, and address staff training development and performance needs; determine/evaluate achievement performance levels; coordinate/conduct research of laws, regulations and technical manuals; effectively represent the division, the County and/or the department head in various activities; communicate effectively both verbally and in writing; perform a variety of public relations activities such as speaking to groups and the news media.

SPECIAL REQUIREMENTS

Possession of a valid California Deputy Sealer of Weights and Measures Certificate is required pursuant to California Government Code Section 11380.1.

Possession of a valid California Class C driver's license is required.