



**FEBRUARY 2024**  
**FLSA: EXEMPT**  
**Bargaining Unit: UM**  
**JCN: 1200**

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

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the Agricultural Commissioner and Sealer of Weights and Measures Department; supervises and participates in the inspection of agricultural and weights and measures activities, and enforces compliance with local, state, and federal laws and regulations; assists in the planning, implementation and coordination of the County's Agricultural and Weights and Measures programs; provides highly responsible and complex administrative support to the Agricultural Commissioner and Sealer of Weights and Measures; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Agricultural Commissioner and Sealer of Weights and Measures. Exercises direct or general supervision over professional, technical, and/or administrative staff.

### **CLASS CHARACTERISTICS**

This is an assistant department director classification that oversees, directs, and participates in major activities and programs of the Agricultural Commissioner and Sealer of Weights and Measures Department. The incumbent assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions.

This class is distinguished from Agricultural Commissioner and Sealer of Weights and Measures in that the latter is a department head with overall management responsibility for the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides responsible assistance and support to the Agricultural Commissioner/Sealer of Weights and Measures with a variety of administrative and management functions as assigned.
- Assists in managing and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; recommends discipline and other personnel decisions.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Reviews and approves periodic reports of work performed; makes field visits to review the work of

- personnel and to evaluate the quality of the program.
- Consults with and advises staff regarding the interpretation of laws and regulations; recommends the modification or adoption of procedures to meet changing requirements; recommends the seeking of legal advice in difficult or complex situations.
- Directs the investigation of violations of agricultural and weights and measures codes; advises on the course of investigation and the nature of evidence; recommends the prosecution, citation, departmental hearing or warning of violators; assists with departmental hearings, gives testimony before the District Attorney as required.
- Confers with the public regarding enforcement areas; interprets the actions taken by staff and explains compliance procedures.
- Oversees the development of Geographic Information Systems (GIS) maps; produce detail maps of parcels within the County; and analyze data for agricultural use.
- Solicits and responds to grants for the Noxious Weed Program; and perform related grant administration duties.
- Supervises and participates in various agricultural related inspections, investigations, and enforcement procedures pertaining to plant quarantine, nursery and seed regulation, pesticide use enforcement and weed control, fruit and vegetable quality, egg inspection, and apiary inspection.
- Supervises and participates in various weights and measures inspection, investigation, and enforcement procedures pertaining to the accuracy and quantity control and the accuracy of measuring and weighing devices.
- Attends meetings of the Board of Supervisors and Agricultural commissions and committees as required.
- Attends and participates in professional group meetings; monitors current and upcoming regulations and codes; and stays abreast of new trends and innovations in the field of law and other services as they relate to the area of assignment.
- Acts as the Agricultural Commissioner and Sealer of Weights and Measures on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Applicable federal, state, and county laws, codes, rules, regulations, and standards affecting agricultural use, inspection functions, pesticides, transportation of agricultural seeds, plants and products, and in interstate and intrastate commerce, and weights and measures.
- Public agency budgetary, contract administration, Countywide administrative practices; general principles of risk management related to the functions of the assigned area.
- Methods and techniques used in the inspection of seeds, plants, and produce to determine the presence of noxious weeds, plant diseases, and insect pests.
- The use of pesticides and poison baits, and the safety precautions used in their handling.
- Methods and techniques relevant to weights and measures investigation, enforcement, and administrative hearings.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Recordkeeping and report preparation methods.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Assist in providing administrative and professional leadership and direction for the division and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Resolve inspection problems that are highly sensitive or have a significant impact on County residents.
- Understand, interpret, and apply all pertinent federal, state, and local laws, rules and regulations, policies, and procedures pertaining agricultural and weights and measures regulations.
- Conduct inspection, detection, and sampling activities related to agriculture, weights and measures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Administer special projects with contractual agreements, ensuring compliance with stipulations and a variety of County programs and administrative activities.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Respond to and investigate inquiries, complaints and prepare an appropriate response.
- Gather, assemble, and analyze data and make sound recommendations for enforcement activities.
- Maintain accurate records of work performed and findings of inspections.
- Maintain financial records and prepare accurate and detailed activity reports and financial statement to the state and regulatory agencies.
- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors; and various business, professional, regulatory, and legislative organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in agriculture, biological sciences, chemistry, engineering, or a closely related field,

**AND**

Five (5) years of experience as an agricultural and/or weights and measures inspector, including at least two (2) years in a supervisory capacity.

### **Licenses and Certifications:**

- Must possess a valid State license as both a Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures, or as an Agricultural Commissioner and Sealer of Weights and Measures.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

### **PHYSICAL DEMANDS**

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may be exposure to hazardous physical substances within the field. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

At times position will require sufficient physical ability to work in an outdoor setting; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hearing in the normal audio range with or without correction. Frequent standing, walking, stooping, reaching, handling, fingering; lifting, carrying, pushing, and pulling of equipment and tools weighing up to 15 lbs.

Occasional kneeling, crouching; lifting, carrying, pushing and pulling of equipment and tools weighing up to 40 lbs. Infrequent sitting, climbing; lifting equipment and tools weighing up to 100 lbs. with assistance; carrying equipment and tools weighing up to 75 lbs.; pushing and pulling equipment and tools over 100 lbs. with assistance.