



APRIL 2018  
FLSA: EXEMPT  
Bargaining Unit: UD  
JCN: 1201

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

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the County's Agricultural and Weights and Measures Department; formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Chief Administrative Officer, County departments, and Board of Supervisors in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Administrative Officer or Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for the coordination and direction of the County's Agricultural and Weights and Measures Department. The incumbent is responsible for overall policy development, fiscal management, administration, and operation of the department. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

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

- Assumes full management responsibility for all programs, services, and activities of the County's Agricultural and Weights and Measures Department.
- Develops and directs the implementation of goals, objectives, work standards, and departmental policies and procedures; prepares and administers the department budget.
- Plans, organizes, and directs County-wide programs for the inspection, standardization, and quarantine of agricultural products; the control and abatement of agricultural pests and noxious weeds; and the enforcement of labeling, packing, and marketing standards for agricultural products.
- Interprets and ensures department compliance with all County policies and procedures; standards of quality and safety; and all applicable local, state, and federal laws and regulations.
- Develops and applies policies conforming with state and federal rules, regulations, and orders.
- Plans, organizes, and directs County-wide programs for the inspection and standardization of weighing, metering, and measuring devices within the County, including programs to enforce standards for petroleum dispensing devices, large and small capacity weighing devices, and quality control of prepackaged items.

- Plans, organizes, and directs the County's predatory animal control program to control damage to livestock, structures, and people from predatory animals.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Directs the maintenance of inspection, standardization, quarantine, and other records and the preparation of periodic and special reports.
- Oversees the development of Geographic Information Systems (GIS) maps; produces detailed maps of parcels within the County; and analyzes data for agricultural use.
- Represents the County in meetings with state and federal personnel, other Agricultural Commissioners and Sealers, and with County department representatives to advise on agricultural matters and weights and measures issues.
- Conducts or directs analytical studies; develops and reviews reports of findings, alternatives, and recommendations for the maintenance and improvement of programs and services; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities.
- Conducts hearings on violations of agricultural and weights and measures rules and regulations; approves investigations to ascertain facts and gather evidence; personally hears cases and determines the need for further hearing, prosecution of violators, or initiation of abatement actions.
- Directs the study of County enforcement problems and related matters; determines the scope and nature of inspection, standardization, and quarantine services required to meet changing conditions.
- Makes presentations before the Board of Supervisors; represents the County in meetings with representatives of governmental agencies, professional/business/community organizations, and the public; participates as a member of various professional organizations as appropriate.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices including goal setting, budget development and implementation, and employee supervision.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles, programs, and methods related to the management and operation of agriculture/agricultural inspection, weights and measures/weights and measures inspection.
- 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.
- Principles and procedures involved with the conduct of due process hearings.
- Public agency budgetary, contract administration, and County-wide administrative practices; general principles of risk management related to the functions of the assigned area.
- Advanced methods and techniques relevant to weights and measures investigation and enforcement.
- 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:**

- Provide administrative and professional leadership and direction for the Agricultural and Weights and Measures Department and the County.
- Develop, implement, and interpret goals, objectives, policies and procedures, and work standards.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff personnel; delegate authority and responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to agricultural and weights and measures regulations.
- Conduct inspection, detection, and sampling activities related to agriculture, and 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.
- Conduct effective negotiations.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- 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 inquires, complaints, and prepare an appropriate response.
- Resolve inspection problems that are highly sensitive or have a significant impact on County residents.
- Maintain financial records and prepare accurate and detailed activity reports and financial statements to the state and regulatory agencies.
- 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:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

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 seven (7) years of increasingly responsible combined experience in the areas of agriculture and weights and measures, including at least three (3) years in a management capacity.

### **Licenses and Certifications:**

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

### **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, stoop and twist. The job may also involve frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate construction inspection tools and equipment. Employees must possess the ability to lift 25-50 pounds when testing various weighting devices and move a 350 pound weight cart using appropriate equipment or assistance from other staff. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. 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 no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.