

**DEPUTY AGRICULTURAL COMMISSIONER/SEALER OF
WEIGHTS AND MEASURES****DEFINITION**

Under the direction of the Agricultural Commissioner/Sealer of Weights and Measures assists in planning, organizing, directing and supervising all functions of departmental programs; enforces laws and regulations pertaining to California Food and Agriculture Code, Business Professions Code, and the California Code of Regulations.

DISTINGUISHING CHARACTERISTICS

This single position supervisory and specialist class who assists the Agricultural Commissioner / Sealer in the general management and supervision of the Department. Assists the Agricultural Commissioner/Sealer of Weights and Measures in planning, coordinating and directing the operations of the department. Conducts all phases of agricultural and weights and measures inspections; represents the department at state and local meetings as directed; assists in conducting office hearings on agricultural and weights and measures violations. Prepares a variety of reports and correspondence; acts as department Safety Officer and Coordinator; develops and maintains department training programs. Coordinates the temporary reassignment of personnel to handle heavy workloads or coverage due to absence; ensures safe conduct of department operations; makes presentations to interested groups on departmental programs as requested. Acts for the Agricultural Commissioner/Sealer of Weights and Measures and supervises staff in their absence.

REPORTS TO

Agricultural Commissioner/Sealer of Weights and Measures

CLASSIFICATIONS DIRECTLY SUPERVISED

Exercises direct supervision over Agricultural and Standards Inspectors I/II/III, Agricultural and Standards Technician I/II/III, clerical and extra help/seasonal employees

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EXAMPLES OF DUTIES

- Assist with the development and implementation of goals, objectives, policies, and procedures maintaining statewide uniformity of program operations for agricultural, weights, measures inspection, and trapping activities.
- Supervises subordinate Agricultural and Standards Inspectors; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, and acting on employee problems.
- Direct, oversee and participate in the development of agricultural, weights and measures inspection and trapping work plans, assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Guides and assists staff; provides coaching, counseling and direction to staff on program management, technical skills, and professional responsibilities.
- Recommend the appointment of personnel; provide or coordinate staff training; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Perform agricultural and weights and measures inspections, in especially difficult or complex situations or as a technical advisor to inspectors in the field; schedule, prepare and conduct training sessions for technical personnel.
- Periodically prepare and submit regulatory reports to various agencies; review requests and issue a variety of permits and certificates including restricted material permits and qualified applicator certificates; and review pest control operator and grower pesticide use reports.
- Initiate and conduct investigations based on consumer complaints; enforce corrective actions and non-compliance and/or pursue civil action in particularly difficult or sensitive cases.
- Assist in budget preparation for agricultural, weights and measures inspection and trapping activities; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Represent the Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance to the Agricultural Commissioner/ Sealer as needed.
- Provides information and interacts with the public on agriculture related problems falling within the confines of the Agricultural Commissioner's office
- Research and prepare technical and administrative reports; prepare written correspondence.
- Perform related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and 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 inspection 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. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

TYPICAL 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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of the County Department of Agriculture and Weights and Measures
- Pertinent federal, state and county laws, regulations, policies, and agreements
- Principles and practices of agricultural and weights and measures programs
- Administrative principles and practices of program development, implementation and evaluation
- Budget preparation and fiscal management; principles of supervision and effective supervisory methods
- Principles of personnel selection, management, office procedures and records management

Ability to:

- Apply modern principles and practices of supervision and management
- Correctly interpret and enforce applicable rules and regulations
- Establish and maintain cooperative relationships with individuals and groups
- Prepare periodic progress and statistical reports, and correspondence

- Compose and deliver concise and accurate public presentations while communicating in a clear and efficient manner analyze problems, identify

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Ability to - continued:

- alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing
- Gain cooperation through discussion and persuasion.
- Interpret and apply County and Department policies, procedures, rules and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

Qualifications needed for this position:

Graduation from an accredited college or university with a Bachelor's degree specializing in agriculture, biological, chemical or physical sciences; or any discipline with a minimum 30 semester units, or equivalent, in one or any combination of the following disciplines: agricultural science, biological science, chemical science, physical science, mathematics, and/or statistics. Possession of the required licenses fulfills any educational requirements normally associated with this position.

Two (2) years' experience in agriculture, biological, or physical science related fields with one (1) year lead of supervisory experience preferred.

Special requirements:

Possession of California State Licenses as either a Deputy Agricultural Commissioner or a Deputy Sealer of Weights and Measures with the remaining License obtained within two (2) years of employment.

Possession of a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all disaster Service Work related training as assigned, and to return to work as ordered in case of an emergency.