

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

### **DEFINITION**

Under administrative direction, to plan, organize, direct, and manage the countywide programs of the County Agricultural Commissioner and the County Sealer of Weights and Measures; to be responsible for the proper enforcement of the pertinent laws and regulations of the California Food and Agricultural Code, the California Administrative Code, the California Business and Professions Code, and other pertinent Federal, State, and local laws, codes, and regulations; to perform the duties of Secretary for the Land Conservation Advisory Board; to administer the Cooperative Predatory Animal Program; to perform agriculture and weights and measures field inspections and enforcement; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a Department Head position with general responsibility for the administration of a major area of County Government under the direction of the Board of Supervisors.

### **REPORTS TO**

Board of Supervisors through the County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Agricultural and Standards Inspector I, Agricultural and Standards Inspector II, Agricultural and Standards Inspector III, and Administrative Secretary.

**EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers the County's inspection and enforcement programs which come under the jurisdiction of the Office of the County Agricultural Commissioner and the Sealer of Weights and Measures.
- Has responsibility for enforcement of State and Federal pesticide regulations and weights and measures laws and regulations.
- Administers the Cooperative Predatory Animal Program.
- Develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Attends regional and State meetings related to the inspection and enforcement functions of the Department.
- Supervises and directs investigations and environmental monitoring.
- Plans and supervises County programs concerning agricultural commodity regulations, pest prevention, and plant regulation.
- Directs action to eradicate plant and related diseases when found and provides information for integrated pest management.
- Supervises and directs the inspection, testing, and sealing of all commercial weighing and measuring instruments, consumer transactions, and product verification.
- Has responsibility for the preparation and submission of a variety of technical reports.
- Conducts hearings on violations to determine enforcement actions.
- Maintains contact with the press and community organizations.
- Performs field inspections and enforcement duties similar to those of an Agricultural and Standards Inspector III.
- Performs special assignments for the Board of Supervisors and the County Administrative Officer.
- Performs the duties of Secretary for the Land Conservation Advisory Board.
- Interprets policies and regulations for the public.
- Represents the Department with other government agencies.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; walk, stand, or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move heavy objects; physical ability to lift and carry objects weighing up to 50 lbs.; crawl through various areas requiring moving on hands and knees; walk for long distances; walk on sloped ground/floor and uneven surfaces; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; some exposure to controlled and hazardous substances; some exposure to smoke, gases, and fumes; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Pertinent State and Federal laws and regulations related to the Office of the Agricultural Commissioner and the Sealer of Weights and Measures.
- Duties and responsibilities of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
- State and County legislative process.
- Proper inspection methods and procedures.
- Methods of identifying, treating, and controlling plant pests and diseases.
- Construction, mechanics, and operation of scales, gasoline meters, and other weighing and measuring devices.
- Proper packaging and identification of commodity contents.
- Budget preparation and expenditure control.
- Principles of government administration, personnel management, and employee supervision, and training.

#### **Ability to:**

- Plan, organize, supervise, and administer the functions of the Office of the Agricultural Commissioners and the Sealer of Weights and Measures.
- Provide training and supervision for Department staff.
- Formulate and implement countywide inspection and enforcement programs.
- Oversee the gathering and maintenance of information regarding County crops and agricultural production.
- Develop and administer the Department budget.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the County's agricultural and weights and measures inspection and enforcement functions with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

#### **AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES - 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive experience in agricultural and weights and measures inspection and enforcement work, including at least two years in a management or supervisory position. Advanced educational training in biological and agricultural sciences with courses in mathematics and physics.

**Special Requirements:** Possession of a valid license as a County Agricultural Commissioner and County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.