



**TITLE: ASSISTANT AGRICULTURAL COMMISSIONER / SEALER OF WEIGHTS & MEASURES**

**BOARD APPROVED:**                      **FLSA: Exempt**

**BARGAINING UNIT: Mgmt.**

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**DEFINITION**

Under the direction of the Agricultural Commissioner, assists with the development, coordination and supervision of departmental policies, procedures and programs. Conducts inspections and enforces applicable laws and regulations, as required. Performs related supervisory and professional work, as required.

**SUPERVISION RECEIVED AND EXERCISED**

Supervises professional/supervisory and paraprofessional staff members, as assigned.

**CLASS CHARACTERISTICS**

This classification works under the direction of the Agricultural Commissioner/Sealer of Weights and Measures, with emphasis on fiscal responsibility, upper management organization, and the direction and coordination of commissioner/sealer's programs.

**EXAMPLES OF ESSENTIAL 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.*

- Assists in planning, organizing, administering and supervising the activities and operations of the office of the Agricultural Commissioner/Sealer of Weights and Measures.
- Assists in establishing and implementing policies and procedures for the office.
- Assists in the development of the division's annual budget.
- Assigns, supervises and evaluates the work of subordinate professional staff involved in the enforcement of applicable laws and regulations. Participates in the provision of adequate staff training, and employee discipline, as necessary.
- Represents the department to the media and the general public as needed; makes presentations to help maintain positive public relations.
- Represents the department on boards, commissions, committees, associations and/or task forces on a federal, state and local level, as appropriate or as appointed.
- Reviews, prepares and/or submits a variety of administrative and technical reports.
- Assembles evidence and assists in the preparation and presentation of cases against code violators.

- Serves as hearing officer for administrative civil penalty cases.
- Receives and responds to inquiries, concerns and complaints regarding department programs.
- Performs various administrative duties as necessary, including preparing correspondence, analyzing statistical data for reports, attending meetings, reviewing mail, etc.
- Conducts inspections of produce, plant material, weighing and measuring standards, various pesticide usage, disease detection; quality and/or quantity control; issues permits and certifications as appropriate; enforces various agricultural codes, Business and Professions Codes, and California Code of Regulations.
- Deploys and inspects traps for exotic pests; performs regulatory and right-of-way pest control; provides training in pesticide safety for pesticide applicators.
- Examines and identifies insects, plants, diseases, etc., for growers and homeowners.
- Operates a variety of vehicles and special equipment, including personal protective equipment, power and hand tools, microscopes, test equipment, pesticide application equipment, testing standards, etc.
- Performs duties of Agricultural Commissioner/Sealer of Weights and Measures as required in his/her absence.
- Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Supervisory concepts and principles
- Governmental budget preparation and administration
- Principles, practices and procedures of agricultural law enforcement and inspection, including pest and disease detection and eradication
- Principles, practices and procedures of weights and measures, including quality control, and fraudulent packaging and labeling inspections
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

### **Ability to:**

- Interpret and enforce laws and regulations related to agriculture and weights and measures.
- Establish and maintain effective public relations.
- Supervise and evaluate the work of others.
- Plan, organize and prioritize daily assignments and work activities.
- Use independent judgment and discretion in supervising various programs.
- Make sound, educated decisions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Work independently and as a team member.
- Maintain high personal standards of ethics and integrity.
- Make sound, educated decisions.

- React calmly and professionally in emergency, emotional and/or stressful situations.
- Maintain significant flexibility in daily operations and decision making.
- Use English effectively to communicate in person, over the telephone and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Make accurate arithmetic, financial and statistical computations.
- Read and interpret complex materials pertaining to the responsibilities of the job.
- Assemble and analyze information and prepare written reports and records in a clear, concise manner.
- Help prepare and monitor the department budget.
- Establish and maintain effective working relationships with those contacted on the job.

### **Education & Experience:**

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

- 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.
- Five (5) years of professional experience in a progressively responsible position in an agriculture, biological, chemical, or physical sciences.
- Two (2) years of supervisory experience is preferred.

### **License & Special Requirements:**

- Requires a valid California driver's license.
- Requires possession of a valid California Department of Food and Agriculture license as a Deputy County Sealer of Weights and Measures AND a Deputy County Agricultural Commissioner.
- Incumbents must obtain a valid California Department of Food and Agriculture License as a County Agricultural Commissioner within thirty-six (36) months AND a County Sealer of Weights and Measures within forty-eight (48) months of hire or separate from County service.

### **PHYSICAL DEMANDS**

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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

### **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, dust, scents, 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.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(9/22/15)