DEPUTY AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS AND MEASURES

DEFINITION

Under 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 and Professions Code, and the California Code of Regulations.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level class for overseeing the work of Agricultural Technicians, Agricultural and Standards Inspectors, and administrative support staff for the Agriculture Department. Incumbents are responsible for establishing goals and objectives, assigning work, managing work teams, and monitoring program and project outcomes, and the performance of staff. The incumbent must possess a current Deputy Agricultural Commissioner License and a current Deputy Sealer License issued by the California Department of Food and Agriculture.

REPORTS TO

Agricultural Commissioner/Sealer of Weights and Measures

CLASSIFICATIONS DIRECTLY SUPERVISED

Agricultural Technician; Geographic Information Systems Assistant, Mosquito & Vector Control Technician, Agricultural and Standards Inspector I, II, III; and other administrative support staff for the Agriculture Department.

EXAMPLES OF DUTIES

The incumbent assists in the planning, organizing and directing of county-wide agricultural and weights and measures enforcement programs, ensuring compliance with all applicable policies, procedures, laws, rules and regulations; supervises and evaluates the work of staff including instructing and assigning work; participates in the interview, selection, training and orientation of departmental staff; assists with the preparation and administration of departmental budgets; participates in the development of departmental policies and procedures; prepares and submits a variety of departmental reports, invoices and billings; assists in overseeing numerous state/county and interagency contracts and agreements to insure that stipulated requirements are fulfilled; prepares and reviews investigative reports and enforcement actions; issues citations for violations of codes/regulations/standards; serves as administrative advocate for civil actions.
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; crawl through various areas requiring moving on hands and knees; walk for long distances; walk on sloped ground/floor and uneven surfaces; ability to operate on and off-road motor vehicles; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold, smoke, gases, fumes, chemicals, mechanical hazards, and electrical hazards; continuous contact with staff and the public.

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 principals 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 and performance evaluation, office procedures and records management.

Skill/Ability to:

- Interpret, apply and enforce pertinent laws, policies, rules and regulations;
- Plan, organize, direct and implement a comprehensive agricultural and weights and measures inspection program;
- Make sound, educated decisions, and work independently with little supervision; supervise, train and evaluate assigned staff;
- Establish and maintain cooperative working relationships with those contacted during the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Maintain records, prepare and present clear, concise and comprehensive reports and correspondence;
- Effectively administer assigned budgets; speak effectively at public gatherings on behalf of the department.
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TRAINING AND EXPERIENCE

Equivalent of graduation from an accredited four-year college or university with a degree in Agriculture, the Biological Sciences or a related field; a minimum of three years of work experience in agricultural and weights and measures inspection and regulatory work comparable to an Agricultural and Standards Inspector III in Amador County, with at least two years experience in a lead or supervisory capacity; possession of a current Deputy Agriculture Commissioner License and a current Deputy Sealer License issued by the California Department of Food and Agriculture. Possession of the required licenses fulfills any educational requirements normally associated with this position.

SPECIAL REQUIREMENTS
Requires valid California state licenses as Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures and possession of a valid California driver’s license.