

## **DEPUTY AGRICULTURAL COMMISSIONER / SEALER**

### **DEFINITION**

To plan, coordinate, direct and participate in the agricultural and weights and measures inspection activities within the Agriculture Department; to coordinate agricultural and weights and measures inspection activities with other departments; to provide highly complex staff assistance to the Agricultural Commissioner / Sealer; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Agricultural Commissioner / Sealer.

Exercises general supervision over professional, clerical, and seasonal staff as assigned.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assumes the responsibilities of the Agricultural Commissioner / Sealer as required in his/her absence or when so designated for meetings or special assignments.

Consults with and assists the Agricultural Commissioner / Sealer in the planning, coordination, and administration of all department operations.

Formulates and recommends new policies, programs, legislation, and ordinances for the performance of department functions, particularly with regard to pesticide use and protection of the environment, the public, and protected species.

Assists in ensuring departmental compliance with all applicable policies, procedures, laws, rules, and regulations.

Assists in forecasting funds needed for staffing, equipment, materials and supplies, and support needs of programs; assists with planning, preparing, and administering the department's annual budget; may prepare financial reports; and maintains accurate financial records.

Selects, supervises and evaluates the performance of assigned staff; trains or makes arrangements for training of new employees; recommends and implements disciplinary action as appropriate; offers advice and assistance as needed.

Reviews and evaluates the work of subordinate staff for accuracy, completeness, and compliance with departmental policies and procedures; determines and monitors follow-up actions.

Directs and participates in the development of department work plans; assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods and procedures.

Plans, organizes and directs department programs and activities, including but not limited to pesticide use inspections and enforcement, pest detection, pest management, agricultural product standardization, apiary inspection, nursery inspection, pest exclusion, seed inspection, weighing and measuring device inspection and testing, Weighmaster Program administration, petroleum product inspection, quality control of packaged products, etc.

Performs agricultural and weights and measures inspections in difficult or complex situations or as a technical advisor to field inspectors.

Initiates and conducts investigations of potential law / regulation violations; reviews violations and directs the preparation of evidence for possible legal action; enforces corrections, assembles evidence, and/or pursues civil action in particularly difficult or sensitive cases.

May serve as hearing officer or county advocate in administrative civil administrative hearings; assists the District Attorney, County Counsel, and Attorney General in preparing for the prosecution of agricultural and/or weights and measures violations.

Conducts field research, surveys, and studies; compiles data and prepares related reports and recommendations.

Prepares and submits regulatory reports to various agencies.

Reviews requests for and issues a variety of permits and certificates.

Represents the department to outside agencies and organizations; participates in community and professional groups and committees.

Plans and implements grower / public education programs and projects; promotes the department's services and programs through the distribution of news articles to the media and by giving presentations to various civic / community groups.

Develops and oversees the use of computer programs for custom record-keeping and report preparation; ensures the maintenance of accurate and up-to-date department records.

Maintains inventory and oversees the maintenance of department vehicles and equipment.

Receives and responds to public inquiries regarding department procedures, programs, and services.

Researches and prepares technical and administrative reports; prepares written correspondence.

Performs general administrative work as necessary, including but not limited to copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Pertinent federal, state and county laws and regulations.

Principles and practices of agricultural inspection, weights and measures testing and inspection, and detection and eradication of pests and diseases associated with agricultural commodities.

Types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities.

Operation and care of specialized equipment and tools used in agricultural inspection and testing.

Principles of management, supervision, training, and performance evaluation.

Budget preparation and administration practices.

Modern office procedures, methods and technology, including the use of computers for data processing and records management.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Basic arithmetic and statistical analysis.

Safe work practices.

**Ability to:**

Understand, apply, interpret and enforce pertinent laws, policies, rules and regulations.

Organize and direct the operations of a comprehensive agricultural and weights and measures inspection program.

Perform the most complex work of the department.

Complete multiple priority projects with conflicting deadlines.

Maintain confidential information in accordance with legal standards and/or County regulations.

Establish, implement, and achieve goals and objectives.

Make sound, educated decisions and work independently with little supervision.

Analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Gather, analyze, and compile necessary agricultural information into meaningful and concise statistics, develop appropriate conclusions, and prepare reports.

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.

Use computers and software for data processing and records management.

Effectively administer assigned budgets.

Make required calculations accurately and quickly as required.

Represent the County effectively in meetings with others and make formal presentations to various groups.

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Safely and effectively use and operate department vehicles and equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, skin irritants, vibration, working at heights and in confined spaces.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Four years of increasingly responsible experience in agricultural inspection and weights and measures testing and inspection, including at least two years in a supervisory capacity.

#### **Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in chemistry, agricultural biology or a related physical science, or public or business administration, management, or closely related field.

#### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of California State Licenses as both a Deputy Agricultural Commissioner and a Deputy Sealer of Weights and Measures.

Possession of a Qualified Applicator's certificate.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**