

CLASS SPECIFICATION

Yuba County

February 2006

CLASS TITLE: Agricultural Commissioner/Director of Weights and Measures

FLSA STATUS: Exempt

JOB SUMMARY:

Plans, organizes and administers all phases of County agricultural inspection, regulation and pest abatement and weights and measures inspection and enforcement; provides expert professional assistance to County management staff in areas of expertise; performs related work as assigned. This position is appointed to a four-year term by the Board of Supervisors and is subject to the supervision and general administrative direction of the County Administrative Officer.

CLASS CHARACTERISTICS:

This class plans, oversees, manages and directs all activities of the Agriculture and Weights and Measures Department, which includes a variety of agricultural inspection, pest control and weights and measures regulatory responsibilities. Responsibilities include coordinating with management staff and other County departments and governmental agencies to manage and accomplish the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; directs the preparation and administration of the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of technical, maintenance, and office support staff.
- Contributes to the overall quality of the department's service provision by developing, reviewing, recommending and implementing improved policies and procedures.
- Performs a variety of professional and technical duties to direct and support departmental regulatory activities in such areas as plant quarantine, pest detection and control and pesticide use, weights and measures regulation and device sealing.
- Confers with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies and the public.
- Works with County legal staff to enforce applicable laws, rules and regulations; assists in preparing case information and testifies in court as necessary.
- Serves as hearing officer in administrative due process civil proceedings.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements and ensures maximum effective service provision.
- Selects staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale, productivity and discipline of departmental staff.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Monitors and interprets changes in laws and regulations related to assigned activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.

- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.

Important:

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and visit various locations throughout the County.

QUALIFICATIONS:

Knowledge of:

Principles and practices of plant quarantine, weed, insect and rodent pest detection and mitigation and pesticide use.

Principles and practices of nursery, seed crop and egg regulation and quality control.

Methods and regulations regarding the inspection and sealing of weighing and measurement devices.

Principles of administrative due process and civil/penalty hearing procedures.

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.

Principles and practices of budget development and administration.

Principles and practices of equipment purchase, maintenance and repair.

Applicable laws, codes and regulations.

Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.

Techniques for making effective public presentations.

Skill in:

Planning, organizing and administering a comprehensive agricultural, weights and measures, pest mitigation and pesticide control program.

Administering varied programs and associated staff.

Developing and implementing goals, objectives, policies, procedures and work standards.

Providing for the training and professional development of staff.

Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.

Preparing clear and concise reports, correspondence and other written materials.

Using initiative and independent judgment within general policy guidelines.

Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Physical Demands:

- Mobility to work in a typical office setting, use standard office equipment, vision to read printed materials and a computer screen for a prolonged period of time and may require the ability to drive a motor vehicle.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.
- Attend meetings and functions outside of normal working hours.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possess valid licenses as a County Agricultural Commissioner and Sealer of Weights and Measures issued by the State of California.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to graduation from a four-year college or university with major course work in agriculture, a biological or physical science or a closely related field, and five years experience in agricultural and/or weights and measures inspection including two years in a management or supervisory capacity.

PREFERRED: In addition to the above minimum, additional years of professional management experience in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.