

COUNTY OF SOLANO

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Rev. 9/89

DEFINITION

Under administrative direction, plans, organizes and directs the department responsible for the enforcement of laws and regulations promoting and protecting the agricultural industry, controlling animal population and rabies and enforcement of laws, rules and regulations relating to weights and measures; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This single position classification describes the department head for Agriculture. The department is comprised of three major divisions: The Agricultural Commissioner Division, engaged in the inspection, quarantine and standardization of agricultural products, pesticide use enforcement and pest, weed, vertebrate and predatory animal detection and control; Animal Control Division, engaged in domestic/agricultural animal control and rabies control; Weights and Measures Division responsible for providing sound weights and measures practices in Solano County. The management of programs is complicated by a wide variety of regulations and public scrutiny of operations.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Designs and administers County programs for the inspection, quarantine and standardization of agricultural products, detection, control and abatement of agricultural pests and noxious weeds, enforcement of pesticide use laws and regulations, enforcement of labeling, packing and marketing standards for agricultural products, control of domestic and predatory animals, rabies control and dog licensing, inspecting and enforcing of state laws and regulations pertaining to weighing and measuring devices, petroleum products, net contents of packaged goods and weighmaster operations.
2. Supervises subordinate managers and support staff; hires and assures training of new personnel; reviews and mediates personnel problems and takes necessary corrective action; identifies, evaluates and recognizes performance and achievement levels.

EXAMPLES OF DUTIES (continued)

3. Develops, applies and communicates to staff, the Board of Supervisors, and other interested parties, policies conforming with state and federal laws and regulations governing operations including agricultural inspection, domestic plant quarantines, rabies control and dog licensing, rules and regulations associated with weights and measures; conducts various public relations activities to inform the public of potential consumer problems or to respond to public concerns; develops programs and operating policies responsive to such law and regulations, as well as community needs and political direction.

4. Confers with local, state and federal officials, other Agricultural Commissioners and Animal Control Directors, County Sealers and other interested parties to discuss and be kept informed of policies, problems and legislation; coordinates activities and conveys local needs and concerns; performs a variety of public relations activities to keep farm, educational and civic groups informed of new laws and regulations; prepares or directs the preparation of inspection, testing and other reports related to weights and measures, and agriculture.

5. Studies operational practices and procedures to determine the scope and nature of services required to meet changing conditions; designs and directs the implementation of operational changes to increase effectiveness and efficiency of service delivery and enforcement activities.

6. Institutes investigations to ascertain facts and gather evidence; holds hearings on violations of laws and regulations pertaining to agriculture, domestic animals, weights and measures and other matters; determines the need for further action and makes requests for prosecution by the District Attorney.

7. Prepares, justifies and presents departmental budget; analyzes and controls expenditures; prepares and presents written and verbal narrative reports and/or directs preparation and presentation of same.

8. May be assigned other managerial and administrative duties. May serve on committees addressing problems or concerns crossing departmental lines.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Extensive, progressively responsible experience in the performance of inspection, quarantine, regulation, standardization, detection, control and enforcement duties associated with the functions of an Agricultural Commissioner's/Sealers office, supplemented by education or experience in public administration and by supervisory experience, which demonstrates possession of and competency in requisite knowledge and abilities.

Extensive knowledge of local, state and federal laws and regulations pertaining to agricultural activities and State and Federal Weights and Measures laws, rules and regulations.

Thorough knowledge of the mission, goals, duties and responsibilities of a County Agricultural Commissioner's Office in California, Animal Control, Predatory Animal Control and Rabies Control, functional responsibilities of a County Sealer of Weights and Measures in California; the principles and practices of public administration, including budgeting, effective supervision and public personnel administration.

Considerable knowledge of insects, diseases, pesticides, weeds, animal, pest animals, modern control and enforcement methods.

Working knowledge of modern methods of producing, packing, labeling, shipping and marketing agricultural products, basic mechanical principles, especially as applied to vehicles, pumps and valves; basic computer operation.

Ability to plan, organize and manage a complex department engaged in several different areas of inspection, enforcement, control, and service delivery; develop, implement and communicate, procedures and programs to respond to changing laws, rules, regulations and public demands; develop, communicate and direct operations toward accomplishment of goals and objectives; keep abreast of, understand, interpret, and explain laws, rules, regulations and policies governing departmental administrative practices; develop and direct implementation of operational procedures; identify, analyze and resolve administrative problems; make sound decisions and exercise independent judgment; understand and respond appropriately to local community and political needs; effectively delegate responsibility and authority; interpret and use political direction to develop responsive and effective operational policy; determine the appropriate course of action in stressful or emergency situations; direct the collection/analysis of data to establish/identify needs and evaluate program effectiveness; prepare/present budgets and control expenditures;

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE (continued)

prepare/present various narrative and statistical reports or direct same; comply with laws, regulations and professional practices governing agriculture, weights and measures and animal control programs, services and operations; secure cooperation and teamwork from management, professional, technical and/or support staff; organize/prioritize departmental operations; direct research of laws, regulations and technical reference manuals; determine/evaluate achievements and performance levels; supervise managers and support staff; work in an environment with considerable regulatory change and high public interest; communicate effectively both verbally and in writing; perform various public relations activities; establish and maintain cooperative working relationships with a wide variety of groups and individuals.

SPECIAL REQUIREMENTS

In accordance with the California Agriculture Code, Section 2101 and the California Government Code Section 11380.1 et seq., an Agricultural Commissioner's license, and a California Sealer of Weights and Measures license issued by the California Department of Food and Agriculture are required.

Possession of a valid Class III California drivers license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbent may be required to drive in fields and orchards; or to walk agricultural lands.

Incumbent is appointed to a four year term by the Board of Supervisors.