

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: **AGRICULTURAL COMMISSIONER/SEALER OF
WEIGHTS AND MEASURES**
DEPARTMENT: **AGRICULTURE**
REPORTS TO: **BOARD OF SUPERVISORS**

CLASS CODE: 2049

FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, supervises and directs all department functions and staff; serves as the agricultural official, weights and measures official and pesticide official for the County in charge of regulatory programs which protect the environment, consumers and the agricultural industry; oversees and coordinates the Agricultural Preserve Program, predatory animal control and crop statistics; serves as spokesperson regarding complex agricultural matters including, genetic engineering, food irradiation, food safety, NAFTA, GATT, bio solids, foreign trade and markets, land use planning, water issues and organic issues requiring a higher degree of job sophistication.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Develops and recommends operating budget annually; monitors and administers approved budget.

Reviews and signs various state and federal contracts for each fiscal year.

Carries out the directions and assists the Secretary for the State Department of Food and Agriculture; serves as local administrator for pest prevention, the Organic Act and Farmer's Markets, inspection of nurseries, seed, fruits and vegetables, eggs, and noxious weed control.

Carries out the directions and assists the Director of the Department of Pesticide Regulations; serves as local administrator for pesticide enforcement and investigations.

Plans and directs the Weights and Measures programs to inspect weighing and measuring devices, packaged commodities, weighmaster, and petroleum product quality under general supervision of the State Department of Food and Agriculture.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Causes violators of weights and measures laws to be prosecuted.

Consults with USDA, University Extension, and others to learn about new pests and new pest control methods.

Compiles and publishes annual Crop Report with agricultural production and acreage including an annual report to the Secretary of CDFA on pests, organic farming, IPM and biological control activities.

Compiles information into a summary report for review by others.

Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Administers the Agricultural Preserve Program and coordinates with other county departments.

Issues federal Phytosanitary Certificate to export commodities to foreign markets.

Performs quarantine inspection for commodities coming into the state.

Makes recommendations on land use planning as it relates to agriculture, Williamson Act, and timber production zones.

Monitors current, newly adopted, and proposed legislation; suggests changes in legislation.

Attends and participates in the annual meeting of the California Agricultural Commissioners and Sealers Association and a variety of meetings as required.

Discusses pest and pest management solutions with growers, environmental groups, agencies, and other members of the public.

Conducts interviews with the media regarding agricultural topics.

Coordinates with other County Agricultural Commissioners and Sealers on a regional basis.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computers	Electric Meter Test Equipment	General Office Equipment	Pressure
Gauges			
Vehicle	Precision Weights and Scales	Refractometer	Thermometers
Microscopes	Fabric and Tape Measures	Liquid Measures	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Agriculture, Biology, Chemistry, Math, Physical Sciences, Engineering, or a related field; and,

Four to six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

County Agricultural Commissioner License

County Sealer of Weights and Measures License

Valid State Driver's License

Federal Phytosanitary Certificate

Pesticide Regulation License

Pest Prevention and Plant Regulation License

Weight Verification License

Investigation and Environmental Monitoring License

Integrated Pest Management License

Commodity Regulation License

Measurement Verification License

Transaction and Product Verification License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All applicable state, federal, county, and local ordinances, codes, laws, rules and regulations.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

Basic farming methods.

Forms of pest management including mechanical, cultural, chemical, biological and integrated pest management.

Pesticide chemistry, toxicology, and modes of action.

All computer applications and hardware related to performance of the essential functions of the job.

Principles and practices of land use planning.

Legislative processes and criminal, civil and administrative penalties.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Using mathematics.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

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

Presenting technical information clearly, concisely and in an interesting manner to technical committees, public officials, and the general public.

Mental and Physical Abilities:

Ability to deal effectively with the general public and the media.

Ability to deal with individuals and the general public in stressful situations.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to enforce the laws in a fair and impartial manner.

Ability to identify many different plants, animals, insects, and diseases.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 25 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

file: agrcomsl.26811

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.