

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS AND MEASURES
DEPARTMENT: AGRICULTURE
REPORTS TO: AGRICULTURAL COMMISSIONER/SEALER OF
WEIGHTS AND MEASURES

CLASS CODE: 26712

FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general administrative direction, plans and supervises the day-to-day operations and staff involved in weights and measures and agriculture programs.

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.

Plans and supervises agriculture and weights and measures programs.

Ensures pesticide use enforcement; inspects fields and applies applicable laws and regulations; takes appropriate enforcement measures as needed.

Ensures compliance with weights and measures laws and regulations.

Assists the general public with pest control problems; identifies pest, recommends effective control methods.

Acts as superior, in his/her absence, for temporary period of time.

Issues pesticide spray permits and operator identification numbers.

Prepares annual crop report; surveys agriculture producers and compiles statistical information.

Represents the department at a variety of county and state meetings.

Assists in formulating the departmental budget; tracks expenditures during the year.

Inspects incoming plant shipments from out-of-state at terminals.

Inspects weighing and measuring devices for accuracy and state registration and appropriate uses.

Trains growers and licensees in pesticide use laws and regulations.

Advises growers regarding the Organic Act laws and regulations.

Issues phytosanitary certificates.

Deals with complaints from the public concerning agriculture and weights and measures.

Supervises the wine grape testing program.

Assists with the annual financial report.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Microscope	Refractometer	Penetrometer	Vehicle
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Weights

Thermometers

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,

Two to three 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 Deputy Agricultural Commissioner License

County Deputy 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.

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.

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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.