



STANISLAUS COUNTY
invites applications for the position of:
**DEPUTY AGRICULTURAL
COMMISSIONER AND
SEALER**

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$27.45 - \$41.17	\$2,196.00 - \$3,293.60	\$4,758.00 - \$7,136.13	\$57,096.00 - \$85,633.60

OPENING DATE: 04/14/10

CLOSING DATE: Continuous

**ABOUT THE
DEPARTMENT
AND THE
POSITION:**

Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with mild weather year-round and some of the world's richest soil. With a population exceeding 500,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Modesto, the largest city and seat of Stanislaus County, offers the diversity and facilities of a metropolitan city while maintaining an atmosphere of old-fashioned hospitality. Other incorporated cities within the County are Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, Turlock, and Waterford. The County's economy is primarily based on agricultural production and related services, food processing, and retail services.

Stanislaus County is easily accessible from throughout California. West of the Valley and over the coastal mountains lies the San Francisco Bay Area, a 90-minute drive from Modesto. Equally close is Sacramento, the State's capital. Eastward are the foothills of the famed Mother Lode gold country that leads to the majestic Sierra Nevada mountain range, Yosemite National Park, and Lake Tahoe. Stanislaus County is home to California State University, Stanislaus and Modesto Junior College. A wide variety of favorably priced suburban and rural housing opportunities are still plentiful in Stanislaus County. Residents also find the cost of living in Stanislaus County compares quite well with other parts of California.

Established in 1854, Stanislaus County operates as a general law organization under the State of California and is governed by a five-member Board of Supervisors, each of whom is elected to four-year, overlapping terms in nonpartisan district elections. Other elected County officials include the Assessor, Auditor-Controller, Clerk-Recorder, District Attorney, Sheriff-Coroner, and Treasurer-Tax Collector. The Board of Supervisors has both legislative and administrative duties and responsibilities. The Board is assisted in its administrative responsibilities by the Chief Executive Officer who is appointed by the Board and delegated broad responsibilities in the fields of budgeting, control of budget expenditures, and overseeing the general day-to-day business functions of the County.

Stanislaus County has a current year total budget of \$958 million and 3,990 full-time positions within 26 agencies, departments, and offices.

The County Board of Supervisors is committed to providing excellent community services and charges the County organization to effectively manage public resources, encourage innovation, and continuously improve business efficiencies.

Appointed by the Agricultural Commissioner, the Deputy Agricultural Commissioner is an "at-will" Management position within Stanislaus County. Under the direction of the Department Head and the policy direction of the Board of Supervisors, the Deputy Agricultural Commissioner is responsible for planning, organizing, coordinating, and supervising the implementation and administration of agricultural laws, regulations, policies and procedures in assigned divisions or units.

TYPICAL TASKS,
SKILLS,
ABILITIES, &
KNOWLEDGE:

Typical duties include:

- Participating in hiring, training, counseling, and disciplining subordinates
- Resolves highly technical problems or questions
- Review complex reports and investigations
- Assists in the preparation and review of Department budget
- Represents the department at speaking engagements, training sessions, and meetings
- Acts as a hearing officer or advocate in due process hearings
- Coordinates and directs educational, promotional, and service events
- Represents the department in the absence of the Assistant Agricultural Commissioner and Sealer of Weights and Measures and
- Reviews, participates, and makes recommendations on projects that influence agriculture

Ability to:

- Plan, coordinate, implement, and evaluate project objectives and activities to meet identified goals
- Supervise, train, and oversee the work quality of subordinate personnel
- Administer special projects and oversee assigned administrative functions
- Identify training needs, develop and deliver training programs to internal and external customers

- Initiate and maintain effective relationships with co-workers and customers, professional groups and associations, and local, State, and Federal personnel and agencies
- Prepare complex reports, investigation reports, group presentations, and proposals
- Provide consultation and comprehensive explanations to County managers, professionals, legal advisors, community leaders, and customers
- Communicate both verbally and in writing in a clear, professional, and effective manner and
- Perform the duties of a hearing officer and/or advocate

Knowledge of

- Supervisory techniques used in the effective oversight of personnel and programs
- Laws, regulations, policies, and agreements pertaining to the functions of the office of County Agricultural Commissioner and Sealer of Weights and Measures
- Effective inspection, investigation, and enforcement principles and techniques pertaining to the office of the County Agricultural Commissioner and Sealer of Weights and Measures
- County organization and general operations
- Public speaking techniques
- Rules of evidence, due process hearings, and courtroom procedures and
- Procedures for the coordination of personnel safety practices

MINIMUM QUALIFICATIONS:

THE IDEAL CANDIDATE

The ideal candidate is an experienced agricultural professional with experience in project management and agricultural investigation. The ideal candidate will demonstrate strong leadership and customer service skills. Possession of a valid Deputy County Agricultural Commissioner license, issued by the State of California, Department of Food and Agriculture, along with two years of experience in the enforcement of agricultural laws, or in agricultural pest control operations, or in the production, processing or marketing of agricultural commodities is required. The current vacancy exists in the area of Pesticide Use Enforcement and/or Quarantine program management.

The incumbent may be called upon to perform the duties of a hearing officer and/or advocate and as such communicating both verbally and in writing in a clear, professional, and effective manner is vital. The successful candidate will demonstrate the ability to prepare complex

reports in addition to presentations.

Education/Experience/License

- Possession of a valid Deputy County Agricultural Commissioner license, or a valid Deputy County Sealer license, issued by the State of California, Department of Food and Agriculture
- Two (2) years of experience in the enforcement of at least one (1) of the following: agricultural laws, weights and measures, agricultural pest control operations, and/or the production, processing or marketing of agricultural commodities
- Possess and maintain a valid California Driver's License

The new Deputy Agricultural Commissioner must have the ability to work collaboratively within the County and with other Federal, State, and local agencies. Successful candidates will have the demonstrated ability to effectively communicate and collaborate with a diverse population and be customer service focused. The incumbent will work with a number of internal and external stakeholders, including the Board of Supervisors, the County management team, department heads, consultants, contractors, County staff, area cities and districts, regulatory agencies, and the public.

PERSONALITY/ MANAGEMENT STYLE

Other skills and traits that are required include:

- Exceptional leadership skills and abilities
- Innovative and creative; forward thinking/not content with the status quo
- High degree of integrity
- Customer service orientated
- Results-oriented problem solver who anticipates change and can add to the organization's present value
- Has a positive track record for staff development and empowerment
- Flexible and adaptable
- Welcomes a challenge
- A sense of humor
- Collaborative skills
- Outstanding communicator; able to tailor the message appropriately to the level of audience being addressed
- Exceptional organizational skills

- Not afraid to work hard

APPLICATION AND SELECTION PROCEDURES:

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged submit online application(s) for open position(s).

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. Applicants are invited to submit a brief resume outlining paid or non-paid experience relevant to the position. **Resumes will not be accepted in lieu of a completed application form.**

TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Establish and maintain effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, color, national origin, ancestry, political affiliation, sex, sexual orientation, religion, marital status, age (over 40), pregnancy related condition, medical condition (cancer related), physical (including AIDS) or mental disability.
- Maintain confidential information according to the legal standards and/or County regulations as required.

<http://www.stancounty.com>
Stanislaus County/Human Resources
1010 10th Street, Ste 2300
Modesto, CA 95354
209-525-6341
jobhelp@stancounty.com

DEPUTY AGRICULTURAL COMMISSIONER AND SEALER
PC

An Equal Opportunity Employer
