

# ASSISTANT AG COMMISSIONER/SEALER

**FILING DEADLINE:** Tuesday, February 8, 2010, 5:30 p.m. **SALARY RANGE:** \$75,000 - \$85,082 Annually

One opening with the Agricultural Commissioner/Sealer's Office in Tulare. This positions receives an annually benefit amount of \$10, 650 unless benefits are waived then \$1,000. **From August 2, 2009 until August 1, 2010, Tulare County employees will experience a 1.92% Furlough reduction in pay. For some employee units, this reduction in pay will extend until July 30, 2011. Salary listed on flyer does not reflect this reduction.**

## **DUTY SAMPLE**

Assist in planning, coordinating and directing the work of Deputy Agricultural Commissioner/Sealers and Inspectors in the work and activities of the department; Confer with the Agricultural Commissioner/Sealer's staff and representatives of the agricultural and weights and measures industry, and review new legislation and regulations, to determine inspection needs and programs; Consult with representatives of state and Federal agencies on methods and operations of a variety of programs; Assist in interviewing applicants and make hiring recommendations to the Commissioner/Sealer; Prepare and direct the preparation of records and reports; Assist and make recommendations to the Agricultural Commissioner/Sealer concerning the department budget, work flow, staffing pattern and organizational structure; Act for the Agricultural Commissioner/Sealer in his/her absence; May attend conferences and meetings, and address various groups with regard to agricultural and weights and measures issues; May preside over informal administrative hearings with regard to violations of regulations and laws; Provide input on matters relating to sub-units within the department, and may oversee such a unit; Provide input to the Agricultural Commissioner/Sealer relating to the performance of lower level staff; Conduct studies with regard to operational and administrative activities and recommend solutions; Operate a personal computer to retrieve data in agricultural and weights and measures automated systems, and to create documents and manipulate data using basic word processing and spreadsheet programs.

**Education and Experience Requirements** - Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be education equivalent to graduation from an accredited college or university with specialization in agriculture or biological science, or a closely related field as determined by the Director, State of California Department of Food and Agriculture AND five (5) years experience in the inspection and enforcement of agricultural or weights and measures laws which includes two (2) years of management, supervisory or program responsibility experience. **Must possess a valid California State License for County Agricultural Commissioner AND a valid California State License for Sealer of Weights and Measures, OR possess one of the required licenses at time of appointment with ability to obtain the second required license which must be obtained within two (2) years of the date of appointment.**

**Knowledge of** - Relevant provisions of the California Food and Agricultural Code, California Code of Regulations, and the Business and Professions Codes and related Federal laws and regulations in the functional areas of agricultural and weights and measures inspection and enforcement; Principles of administration and management; Office procedures and records management; Preparation and administration of the departmental budget; Department of Food and Agricultural policies and processes relative to County Agricultural Commissioner/Sealer responsibilities; Rules of evidence, investigative techniques and courtroom procedures; Principles and practices of personnel selection, management, and performance evaluation; The structure and functions of County government; Personal computer basic operations and programs.

**Skill/Ability to** - Monitor the expenditure of departmental funds; Effectively evaluate the performance of others; Organize and direct a staff; Apply personnel management and employee relations practices including selecting, motivating and disciplining employees; Deal with the public and fellow employees in a tactful and courteous manner; Establish and maintain effective working relationships with other agencies and departments; Analyze situations, make decisions and take appropriate action; Assist in the formulation and implementation of new policies and procedures; Plan, prepare and effectively present technical material to staff and public groups; Prepare and present comprehensive and concise written reports; Operate a personal computer using basic word processing and spreadsheet programs, and enter and retrieve data.