



HUMAN RESOURCES  
& DEVELOPMENT  
TULARE COUNTY

## DEPUTY AG COMMISSIONER/SEALER

From August 1, 2010 until July 30, 2011, most Tulare County employees will experience a 1.92% Furlough reduction in pay. Salary listed on flyer does not reflect this reduction.

**FILING DEADLINE:** Tuesday, July 12, 2011, 5:30 p.m.      **SALARY RANGE:** \$4,371-\$5,327 Monthly

One opening with the Agricultural Commissioner/Sealer's Office in Tulare. This recruitment will establish an employment list to fill current and future vacancies. The anticipated life of the list is six months.

### **DUTY SAMPLE**

Plan, organize, coordinate, and supervise the implementation and enforcement of agricultural and weights and measures laws, regulations, policies and procedures in assigned divisions or units; Recommend changes to and advise the Agricultural Commissioner/Sealer or the Assistant Agricultural Commissioner/Sealer with regard to the interpretation of policies and procedures; Administer special projects and oversee assigned administrative functions; Supervise issuing of permits, licenses, citations and other documents required by State and County codes; Coordinate work of and supervise inspectors in all phases of work, including safety procedures, quality and quantity control, weights and measures and investigations; Plan and supervise the ongoing training of inspectors; Determine personnel, equipment, supplies and support needs of programs; Review and update all manuals, forms and permits when changes are required; Speak to industry and other groups regarding the activities of the department; Manage and oversee the billing and collection of chargeable services; Prepare divisional or unit budget estimates of operating costs; Conduct hearings for regulatory action against violators; Develop and recommend policies, techniques, and legislation relative to pesticide use and protection of the environment, the public and protected species; Recommend enforcement action necessary for violations based on investigative reports.

**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 four (4) years experience in the inspection and enforcement of agricultural and weights and measures laws and codes which includes at least three (3) years above the trainee level including one year in a lead or supervisory capacity. **Must also possess a valid California State License for Deputy County Agricultural Commissioner OR a valid California State License for Deputy Sealer of Weights and Measures OR other acceptable license(s) as determined by the Director, State of California Department of Food and Agriculture; possession of, or ability to obtain, an appropriate, valid California driver's license.**

**Knowledge of** - Provisions of the California Agricultural Code, Administrative code 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; Math sufficient to calculate packaging errors, use sampling techniques, read and calibrate measurement instruments and convert mass, volume and length measurements from different units; Principles of supervision and effective supervisory methods; Rules of evidence and courtroom procedures; Safety procedures for the coordination of personnel safety practices and for the use and maintenance of equipment; Storage and use of biological supplies; Federal, state and other agency contract requirements; Principles and practices of personnel selection, management and performance evaluation; Office procedures and records management; Principles and practices of budget preparation and fiscal management.

**Skill/Ability to** - Apply effective personnel management practices in selecting, motivating, evaluating, and disciplining employees; Monitor the expenditure of divisional or unit funds; Read, interpret and apply the provisions of laws and regulations related to agriculture and weights and measures; Organize and direct a staff of inspectors, technicians, or clericals; Plan, prepare and effectively present such things as technical procedures and theories to public groups and individuals, co-workers and other departments; Establish and maintain effective and cooperative working relationships with such people as growers, agency personnel, co-workers, consumers and the public; Make comprehensive and concise written reports; Conduct research, collect information, define problems, establish facts and draw valid conclusions; Use a personal computer and software such as Microsoft Word, Excel and Power Point.