

ASSISTANT AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES

DEFINITION

Under general direction, assists in the administration, development, and coordination of the agricultural and weights and measures inspection and enforcement program; and to perform related supervisory and professional work as required.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Agricultural Commissioner/Sealer of Weights and Measures is responsible for field duties and assisting in departmental administration; may act for the Commissioner/Sealer in that person's absence; and performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Assists the Agricultural Commissioner/Sealer of Weights and Measures in planning, coordinating and directing the operations of the department; conducts all phases of agricultural and weights and measures inspections; represents the department at state and local meetings as directed; assists in conducting office hearings on agricultural and weights and measures violations; assists in establishing and implementing policies and procedures; prepares a variety of reports and correspondence; acts as department Safety Officer and Coordinator; develops and maintains department training programs; ensures safe conduct of department operations; makes presentations to interested groups on departmental programs as requested; acts for the Agricultural Commissioner/Sealer of Weights and Measures and supervises staff in that person's absence in all matters assigned.

EMPLOYMENT STANDARDS

Knowledge of: The organization, procedures and operating details of a county agricultural department; and weights and measures programs; agricultural and weights and measures inspection and enforcement techniques; research principles and methods, including statistics; basic principles and practices of modern organization, administration and supervision.

Ability to: Plan and supervise the work of an agricultural and weights and measures inspection and enforcement program; evaluate program operations and recommend changes in procedures and policies to improve efficiency; establish and maintain effective working relationships with subordinates, the public, and others contacted in the course of the work; understand, interpret and apply laws and regulations pertaining to agricultural and weights and measures programs; collect, interpret and evaluate data; express ideas effectively in oral and written form.

These standards are typically attained with three (3) years of experience performing agricultural and/or weights and measures inspections and enforcement work comparable to that of a Deputy Agricultural Commissioner/Sealer of Weights & Measures in Shasta County.

SPECIAL REQUIREMENTS

- Possession of valid California licensure of eligibility as a Deputy-County Agricultural Commissioner and as a County-Deputy Sealer of Weights and Measures;
- Possession of a valid California driver license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is regularly required to walk on rough terrain, irregular surfaces, wet floors or surfaces.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus, and normal color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.

The noise level in the work environment is usually moderate.

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