

**COUNTY OF COLUSA  
AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES/  
DIRECTOR OF AIR QUALITY STANDARDS  
DIRECTOR OF MIGRANT HOUSING PROGRAM  
DIRECTOR OF AIRPORT OPERATIONS**

**Salary Range: DH 35**

**FLSA Status: Exempt**

**Date Approved: February 1, 2011**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Plans, directs, manages, and oversees the activities and operations of the Department including the enforcement of the rules and regulations related to the inspection, standardization, and quarantine of agriculture products; plans, directs, supervises, and coordinates the enforcement of the rules and regulations related to weights and measures standards, specifications, and tolerances; plans, directs, supervises, and coordinates the enforcement of the rules and regulations related to the air pollution program, the migrant housing program, and airport operations.

**SUPERVISION RECEIVED:**

Receives general administrative direction from the Board of Supervisors.

**SUPERVISION EXERCISED:**

Exercises direct supervision over professional, technical, and clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the County and its elected and appointed officials.  
Exhibits the duty of loyalty to an employer's representatives.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other county employees.

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## **B. Essential Job Specific Duties:**

1. Assumes full management responsibility for all department services and activities; recommends and administers policies and procedures.
2. Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within county policy, appropriate service and staffing levels; allocates resources accordingly.
3. Directs, oversees, and participates in the management of agricultural, weights and measures, air pollution control, migrant housing program, airport operations, and vegetation and environmental management programs.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
5. Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other necessary correspondence.

## **C. Other Job Specific Duties**

1. Manages and participates in the development and administration of the agriculture commission, weights and measures, migrant housing program, airport operations, vegetation and environmental management, and air pollution control department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approve expenditures; directs the preparation of and implement budgetary adjustments.
2. Represents the department to other county departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
3. Plans, directs, and coordinates, through subordinate level managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
4. Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
5. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.

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6. Prepares and submits annual financial statements of county agriculture, weights and measures, migrant housing, and air pollution program, to state agencies; prepares and submits annual reports.
7. Assesses civil penalties for violations of agriculture and air pollution control laws and regulations; conducts public hearings on regulation and fee changes.
8. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
9. Prepares reports and news releases; maintains records.
10. Performs related duties as required.

**REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**Knowledge of:**

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of agricultural, weights and measures, air pollution control, migrant housing program, airport operations, and vegetation and environmental management program development and administration.

Principles and practices of organization, administration and personnel management.

Proper pesticide use and enforcement methods.

Methods to control and eradicate various weeds and pests.

Types of weighing and measuring devices, and methods used in verifying the accuracy and content of packaged commodities.

Physical principles, mechanics, construction, operation and maintenance of weighing and measuring devices.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Federal, state, and local laws, codes and regulations.

Modern office procedures and equipment including computers.

Word processing and other related software applications.

**Ability to:**

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Provide administrative and professional leadership and direction for the department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient services.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

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Effectively administer a variety of agricultural, weights and measures, air pollution control, vegetation and environmental management programs and activities.  
Enforce rules and regulations regarding assigned programs in a fair and impartial manner.  
Interpret and apply federal, state, and local policies, procedures, laws and regulations.  
Identify and respond to community and Board of Supervisors issues, concerns and needs.  
Prepare and administer large and complex budgets.  
Allocate limited resources in a cost effective manner.  
Gain cooperation through discussion and persuasion.  
Prepare clear and concise administrative and financial reports.  
Select, supervise, train, and evaluate assigned staff.  
Establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives.  
Communicate effectively verbally and in writing.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.

#### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelors degree in agriculture, biology, chemistry, physics, engineering or a related field.
- Five (5) years of experience in performing agricultural inspection and weights and measures work, including at least three (3) years of administrative and supervisory responsibility.
- A valid State of California driver's license and an acceptable driving record.  
A valid County Agricultural Commissioner and County Sealer of Weights and Measures State registered license.

#### **WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Occasional exposure to dust, chemicals, fumes, odors, and gases.*
- *Occasionally works around machinery having moving parts.*

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**ESSENTIAL PHYSICAL DEMANDS:**

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

- *Sit for extended periods of time.*
- *Occasionally walk for extended periods of time.*
- *Stand, bend, or crouch.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 50 pounds.*