



COUNTY OF SAN BENITO  
 Established Date: Mar 8, 2004  
 Revision Date: Oct 21, 2014

# Agricultural Commissioner/Sealer of W & M

Class Code:  
 5004-ADH

Bargaining Unit: Appointed Department Head

## DEFINITION:

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Under policy direction of the Board of Supervisors and general administrative direction of the County Administrative Officer, to plan, organize, administer, coordinate, review and evaluate all of the functions and staff of the Agriculture Department; to serve as the agricultural official and weights and measures official and pesticide official for the County in charge of regulatory and inspection programs that protect the environment, consumers, and the agricultural industry; to collect, maintain, and publish Annual Crop Report; to serve as spokesperson regarding complex agricultural matters; and to perform related duties as assigned

### DISTINGUISHING CHARACTERISTICS

Each California County is mandated by the State to appoint an Agricultural Commissioner and a Sealer of Weights and Measures to carry out certain functions as required by law. The County of San Benito has consolidated the offices of County Agricultural Commissioner and County Sealer of Weights and Measures into a single office. This department head position is appointed by the Board of Supervisors to a four (4) year term and is responsible for providing administrative leadership, technical oversight, and policy direction to the following State-mandated County services.

As County Agricultural Commissioner, the incumbent is charged with the protection of San Benito County agriculture, the protection of the environment as well as protection of the public's health and safety. These goals are accomplished through the management of agricultural programs designed to achieve our mission through a combination of public outreach, industry education and enforcement actions

As County Sealer of Weights and Measures, the incumbent inspects and tests packaged commodities and all commercially used devices. Transactions derived from the use of such devices are also inspected for accuracy. In addition to inspection activities, provides education and training to the public as well as the regulated industries

The Agricultural Commissioner-Sealer is expected to accomplish these functions with a maximum degree of independence within established policies and procedures set forth by the Board of Supervisors, County Administrative Officer, and federal, state, and County laws, ordinances, and regulations. Responsibilities include coordination with management staff of other County departments and governmental agencies, including the California Departments of Food and Agriculture, Pesticide Regulation and Public Health, to manage and accomplish the diverse mandated activities of the office. The incumbent is accountable for accomplishing departmental long- and short-range planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines and budgetary limitations.

**REPORTS TO:** Board of Supervisors on policy matters and the County Administrative Officer on administrative and budgetary matters. The Board of Supervisors evaluates the employee's performance.

**CLASSIFICATIONS SUPERVISED:** Directly supervises employees in the following classifications: Deputy Agricultural Commissioner; Agricultural Biologist Inspector I, II, III and Senior; Secretary I or II; Office Assistant I or II; and extra-help/seasonal employees in various classifications.

## **EXAMPLES OF DUTIES:**

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Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; plans, organizes, directs, and evaluates the staff, functions, and organizational units of the Office of the Agricultural Commissioner-Sealer.

Carries out supervisory responsibility in accordance with policies, procedures, and applicable laws including: interviewing, hiring, training, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directs, supervises, and personally performs inspections and investigations in enforcing rules relating to the packing, shipping, and standardization of agricultural produce; supervises the inspections of nursery stock, feeds, and apiaries for evidence of diseased conditions and takes actions to control and eradicate disease where found.

Develops and recommends operating budget annually; monitors and administers approved budget.

Reviews and administers various State and Federal contracts for each fiscal year.

Carries out the directions and assists the Secretary for the State Department of Food and Agriculture; serves as local administrator for pest prevention, the Organic Act and Farmer's Markets, inspection of nurseries, seed, fruits and vegetables, eggs, and control of invasive weeds.

Carries out the directions and assists the Director of the Department of Pesticide Regulations; serves as local administrator for pesticide enforcement and investigations; issues restricted materials permits.

Plans, implements, directs and reviews mosquito abatement activities with the assistance of the California Department of Public Health.

Cooperates with Federal agencies in the enforcement of Federal rules and regulations.

Plans, organizes, and directs the Weights and Measures program to inspect weighing and measuring devices, package commodities, weigh master, and petroleum product quality under general supervision of the State Department of Food and Agriculture. Causes violators of weights and measures laws to be prosecuted. When necessary carries out civil penalty actions for violations.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Consults with USDA, University Extension, and others to learn about new pests and new pest control methods.

Compiles and publishes annual Crop Report with agricultural production and acreage including an annual report to the Secretary of CDFA on pests, organic farming, IPM and biological control activities;  
compiles information into a summary report for review by others.

Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Monitors current, newly adopted, and proposed legislation; suggests changes in legislation.

Attends and participates in the annual meeting of the California Agricultural Commissioners and Sealers Association and a variety of meetings as required. Attends meetings of the Mosquito and Vector Control Association of California as needed.

Discusses pest and pest management solutions with growers, environmental groups, agencies, and other members of the public.

Conducts interviews with the media regarding agricultural topics.

Coordinates with other County Agricultural Commissioners, Sealers and managers of other mosquito abatement districts on a regional basis.

Prepares and submits reports to the Board of Supervisors on department activities.

Performs related duties as required.

## **TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:**

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Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

#### **Licenses:**

(Required at the time of appointment and continuously during employment).

Possession of County Agricultural Commissioner License issued by the California Department of Food and Agriculture.

Possession of County Sealer of Weights and Measures License issued by the California Department of Food and Agriculture.

Possession of a valid Class C California Driver's License.

## **KNOWLEDGE OF/ABILITY TO:**

### **Knowledge of:**

The duties and responsibilities of the County Agricultural Commissioner-Sealer's Office.

All applicable state, federal, county, and local ordinances, codes, laws, rules and regulations pertaining to agricultural, commodities, weights, and measures inspections.

Farming methods.

Forms of pest management including mechanical, cultural, chemical, biological and integrated pest management.

Pesticide chemistry, toxicology, and modes of action.

Sciences of entomology, plant pathology, nematology, botany, biology, zoology, and ecology.

All computer applications and hardware related to performance of the essential functions of the job.

Legislative processes and criminal, civil and administrative penalties.

Thorough knowledge of the principles of public administration, including organization,

budgeting, general management, staff development and supervision.  
Management practices involving the technical, legal, financial, and public relations involved in the operation of a county department.  
Principles and practices of public-sector budgeting and financial management.  
Methods and techniques of research and report presentation. Mosquito abatement procedures and practices.

Ability to:

Deal effectively with the general public and the media.  
Deal with individuals and the public in stressful situations.  
Speak effectively before public groups and respond to questions.  
Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.  
Interpret a variety of technical instructions with abstract and/or concrete variables.  
Define problems, collect data, establish facts and draw valid conclusions.  
Enforce the laws in a fair and impartial manner.  
Identify many different plants, animals, insects, and diseases.  
Plan, organize, assign, direct, review and evaluate the work of a staff engaged in agricultural inspections and enforcement work.  
Select and motivate staff and provide for their training and professional development.  
Use tact, discretion, initiative, and independent judgment within established guidelines.  
Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.  
Research, compile, interpret, and summarize a variety of informational, technical, and statistical data and materials.  
Communicate effectively, both orally and in writing, and make effective presentations.  
Instill public confidence in quality and necessity of services.  
Coordinate departmental activities with other departments and agencies  
Establish and maintain cooperative working relationships.