

## COMPENSATION & BENEFITS

- Salary: \$6,200 - \$7,300 per month
- Holidays: 13 per year
- Life Insurance: \$50,000 policy
- Health Insurance: County will pay a portion of the medical, dental, vision premiums.
- PERS Retirement: 2% @ 55, County pays 4% of employee contribution.
- Longevity: 5% increases at 7, 10, 14, 18, and 21 years of service.
- Administrative Leave: 40 hours per year.
- Vacation: 10 days 1st and 2nd year, 15 days 3rd thru 7th year, 21 days 8th year and on.
- Sick Leave: 1 1/4 days per month, no limit of accrual.
- Bereavement Leave: 5 days per incident for defined family members.



## THE SELECTION PROCESS

The successful candidate must possess a valid driver's license at time of application and a valid California Driver's License at the time of appointment. The valid California License must be maintained throughout employment. Plumas County is an Equal Opportunity Employer. Minorities, women, and disabled are urged to apply. The County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition, mental or physical disability (including AIDS or HIV), marital status, sex, sexual preference or age. The County hires only U.S. Citizens and lawfully authorized alien workers in accordance with Immigration Reform and Control Act of 1986.

All applications for county positions must be submitted on the standard county application form which can be obtained from Human Resources or at our website. Completed applications, resumes, copies of certifications, and cover letters can be sent to:

Plumas County Human Resources  
520 Main Street, Room 115  
Quincy, CA 95971

[www.plumascounty.us](http://www.plumascounty.us)

Filing deadline: October 29, 2012 at 5:00 pm



# Plumas County

invites applications for

## Agricultural Commissioner & Sealer of Weights and Measures





## PLUMAS COUNTY

Plumas County is located near the Northeast corner of California, up where the Sierras and the Cascades meet. The Feather River, with its several forks, flows through the County. Quincy, the unincorporated County seat, is about 80 miles northeast from Oroville, California, and about 85 miles from Lake Tahoe and Reno, Nevada. State Highways 70 and 89 traverse the County.

Plumas County, with a population 22,000, is a general law County, governed by the California Government Code and Local Laws and Regulations. The five members of the Board of Supervisors serve four year overlapping terms. Most County offices are located in Quincy. The County has approximately 400 employees.

The County offers a quality of life matched by few other areas in the United States and is widely considered one of the most progressive Counties in the State. The population of the County has grown quite slowly, and with U.S. National Forests covering over seventy percent of its area, the County has been able to maintain the quality of lifestyle which is so attractive to its residents.

Family recreational opportunities abound in Plumas County or within driving distance, including several tournament golf courses. Numerous lakes and mountain streams create a playground for those who love the water. Framed by mountain ranges, the area is a Mecca for hiking and skiing.

## THE POSITION

Under administrative direction, to plan, organize, direct, and manage the countywide programs of the County Agricultural Commissioner and the County Sealer of Weights and Measures; to be responsible for the proper enforcement of the pertinent laws and regulations of the California Food and Agricultural Code, the California Administrative Code, the California Business and Professions Code, and other pertinent Federal, State, and local laws, codes, and regulations; to perform the duties of Secretary for the Land Conservation Advisory Board; to administer the Cooperative Predatory Animal Program; to perform agriculture and weights and measures field inspections and enforcement; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

## EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the County's inspection and enforcement programs which come under the jurisdiction of the Office of the County Agricultural Commissioner and the Sealer of Weights and Measures.
- Has responsibility for enforcement of State and Federal pesticide regulations and weights and measures laws and regulations.
- Administers the Cooperative Predatory Animal Program.
- Develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors; Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Attends regional and State meetings related to the inspection and enforcement functions of the Department.
- Supervises and directs investigations and environmental monitoring.
- Has responsibility for the preparation and submission of a variety of technical reports.

## EXAMPLES OF DUTIES - CONTINUED

- Plans and supervises County programs concerning agricultural commodity regulations, pest prevention, and plant regulation.
- Directs action to eradicate plant and related diseases when found and provides information for integrated pest management.
- Supervises and directs the inspection, testing, and sealing of all commercial weighing and measuring instruments, consumer transactions, and product verification.
- Conducts hearings on violations to determine enforcement actions.
- Performs field inspections and enforcement duties similar to those of an Agricultural and Standards Inspector III.
- Performs special assignments for the Board of Supervisors and the County Administrative Officer.
- Performs the duties of Secretary for the Land Conservation Advisory Board.

## THE REQUIREMENTS

Broad and extensive experience in agricultural and weights and measures inspection and enforcement work, including at least two years in a management or supervisory position. Advanced educational training in biological and agricultural sciences with courses in mathematics.

Possession of a valid license as a County Agricultural Commissioner and County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

*The ideal candidate will have knowledge of:*

- Pertinent State and Federal laws and regulations related to the Office of the Agricultural Commissioner and the Sealer of Weights and Measures.
- Duties and responsibilities of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
- State and County legislative process.
- Proper inspection methods and procedures.
- Methods of identifying, treating, and controlling plant pests and diseases.
- Construction, mechanics, and operation of scales, gasoline meters, and other weighing and measuring devices.
- Proper packaging and identification of commodity contents.
- Budget preparation and expenditure control.
- Principles of government administration, personnel management, and employee supervisions, and training.

*The ideal candidate will have the ability to:*

- Plan, organize, supervise, and administer the functions of the Office of the Agricultural Commissioners and the Sealer of Weights and Measures.
- Provide training and supervision for Department staff.
- Formulate and implement countywide inspection and enforcement programs.
- Oversee the gathering and maintenance of information regarding County crops and agricultural production.
- Develop and administer the Department budget.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the County's agricultural and weights and measures inspection and enforcement functions with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.