

San Joaquin County is recruiting for: Assistant Agricultural Commissioner / Sealer



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: (209) 468-3370
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Exempt Recruitment
Announcement:
0115-EA2200-EX

THE POSITION

San Joaquin County is recruiting for an Assistant Agricultural Commissioner/Sealer to perform senior-level managerial duties in order to assist with the administration of the department's budgets, functions, and activities. The Assistant Agricultural Commissioner/Sealer helps to ensure compliance with all applicable laws, regulations, as well as the policies established by the Agricultural Commissioner/Sealer, the County Administrator, and the Board of Supervisors. The incumbent reports to the Agricultural Commissioner/Sealer and is responsible for acting in their absence. An ideal candidate will possess licenses as an Agricultural Commissioner/Sealer and will have demonstrated management experience in a California county. The incumbent is expected to model a strong work ethic and leadership skills, including accountability for oneself and others.

THE DEPARTMENT

The Agricultural Commissioner enforces the provisions of the California Food and Agricultural Code for the protection of the public's health, safety and welfare, and promotes and protects the agricultural industry. The Agriculture Office consists of two separate divisions: Agricultural Commissioner and Weights and Measures. The department has an operating budget of \$5.9 million for the 2014/2015 Fiscal Year and employs 40 full time and approximately 30 seasonal employees.

The Agricultural Commissioner Division promotes and protects the County's agricultural interests while protecting the public health and environment. The Division enforces pesticide use and worker safety regulations and quarantine regulations; and performs pest detection, pest management and pest eradication activities. The Agricultural Commissioner prepares the County's annual agricultural report which is provided to the Board of Supervisors, growers, food processors, libraries, businesses, schools and other interested parties.

The Division of Weights and Measures protects consumers and businesses by promoting fairness and equity in the marketplace with the enforcement of the California Business and Professions Code and other State and County laws and regulations. Areas of enforcement by the Division are: Weighing and Measuring Devices, Petroleum Products, Weighmaster, and Package Labeling Quantity Control.

San Joaquin County is an Equal Opportunity Employer

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The County is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

HOUSING

Homes and apartments are plentiful and the median home price in the county is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from unique cultural, recreational, and educational opportunities, that the area provides.



Assistant Agricultural Commissioner/Sealer

TYPICAL DUTIES

- ◆ Assists in planning, organizing and directing the activities, functions, budgets, and programs within the Agricultural Commissioner's Office.
- ◆ Recommends, implements and revises work systems and procedures; recommends standards of performance; advises department staff on more difficult or complex problems.
- ◆ Assists with the development and implementation of quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that assigned operations meet established standards.
- ◆ Directs the activities of assigned staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters; directs staff training and development.
- ◆ Assists with the establishment of departmental policies and procedures.
- ◆ Directs or assists with the preparation, presentation, and administration of departmental budgets.
- ◆ Designs grant projects, writes grant proposals, and implements and monitors grant projects.
- ◆ Assists with the effective development and utilization of technology to improve departmental systems and processes.
- ◆ Analyzes and summarizes complex narrative information and statistical data.
- ◆ Acts in the absence of the Agricultural Commissioner/Sealer.



THE IDEAL CANDIDATE

The ideal candidate will have outstanding general management skills. They will enjoy the diversity of programs within the department, will be able to work with people at all levels of the agricultural community. The selected candidate will be a well-rounded leader who motivates staff and supports their professional development. He or she will enthusiastically support the programs of the department and advocate for key programs to ensure continuity.

The ideal candidate will possess:

- ◆ Demonstrated leadership skills; proven ability to effectively manage and build consensus among staff
- ◆ Well-developed organizational and decision making skills as well as superb interpersonal skills
- ◆ Knowledge of the federal and state laws and regulations relating to agricultural inspection and weights and measures programs
- ◆ High level of integrity and strong sense of ethics with a proven track record of developing and maintaining a high performance culture
- ◆ Strong analytical skills, sound judgment, and a positive attitude
- ◆ Excellent written and verbal communication skills



Assistant Agricultural Commissioner/Sealer

COMPENSATION PACKAGE

Annual Base Salary: \$81,037 - \$98,530

In addition to the base salary, the County offers:

- ◆ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,621 to \$1,971)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,493 to \$3,032)

Potential Cashable Compensation:

	Step 1	Step 5
Annual Base Salary	\$81,037	\$98,530
2% Deferred Comp	\$1,621	\$1,971
Vacation Cash Out - 8 days annually	\$2,493	\$3,031
Cafeteria	\$24,023	\$24,023
Total	\$109,174	\$127,555

- ◆ 1937 Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave a year (20 days after 10 years. 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

www.sjgov.org/hr/Programs/Benefits

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of public service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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REQUIRED QUALIFICATIONS

Special Requirement: At time of application, must possess valid licenses as both a Deputy County Agricultural Commissioner and a Deputy County Sealer of Weights and Measures, **AND** must possess either a valid license as a County Agricultural Commissioner or a County Sealer of Weights and Measures issued by the California Department of Food and Agriculture (**Note:** Within 36 months of appointment, must obtain both of the latter licenses, and must maintain such licenses thereafter).

License: Possession of a valid California driver's license.

DESIRABLE QUALIFICATIONS

Candidates selected to participate in selection and screening processes will possess a combination of education from an accredited college or university with a degree in agriculture or a related biological science, and demonstrated management experience involving certificated agricultural inspection, weights and measures, or related public sector enforcement work. For a complete job description, please visit our website at www.sjgov.org/hr.

APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

February 6, 2015

Apply Online Today: www.sjgov.org/hr

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources
Attn: Marie Sneed
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.9755
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be interviewed by the Agricultural Commissioner/Sealer.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.



Assistant Agricultural Commissioner/Sealer

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Describe your experience managing a program relating to agricultural inspection and weights and measures. Include in your answer the length and level of your management experience and the relevant laws and regulations associated with managing the program.
2. Describe your outreach experience promoting and educating the public/community on agricultural-related programs and services.
3. Describe your management experience which included responsibility for performance management and discipline.
4. Please describe your budget experience, including the size and complexity of the budget and your level of responsibility.
5. Do you possess any of the following valid licenses issued by the California Department of Food and Agriculture?
 - Deputy County Agricultural Commissioner
 - Deputy County Sealer of Weights and Measures
 - County Agricultural Commissioner
 - County Sealer of Weights and Measures

If **yes**, provide a copy of each of the licenses you possess with your submitted application.