

Napa County is seeking applicants for Assistant Agricultural Commissioner/ Sealer of Weights and Measures



A Tradition of Stewardship
A Commitment to Service



The Position

The primary purpose of the Assistant Agricultural Commissioner/Sealer of Weights and Measures is to assume day-to-day management responsibility for assigned services including agricultural and weights and measures inspection activities and enforcement. This senior management position is at-will and serves at the pleasure of the Agricultural Commissioner/Sealer of Weights and Measures of Napa County. Responsibilities include:

- Participate in managing the development and implementation of the Department's goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within County policy, appropriate service and staffing levels for assigned areas; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- In association with the Agricultural Commissioner/Sealer, participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Plan, organize, manage and participate in especially difficult or complex agricultural and weights and measures inspection activities including personally performing field inspection and enforcement; act as a technical advisor to inspectors in the field; schedule, prepare and conduct training sessions for technical personnel.
- Explain, justify, and defend Department programs, policies, and activities.
- Prepare and submit regulatory reports to various agencies; review requests and issues a variety of permits and certificates including restricted material permits and qualified applicator certificates; review pest control operator and grower pesticide use reports.
- Review and evaluate new or proposed statutes and regulations that may affect the operations of the Department; recommend and initiate new or modified procedures.

The Ideal Candidate Profile

The ideal candidate for this position is an experienced professional who is community minded and possesses the following:

- Extensive knowledge of the operations, services, and activities of comprehensive agricultural and weights and measures programs.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations related to food, agriculture, weights and measures.
- Knowledge or experience with techniques for detection and eradication of diseases and pests related to agricultural commodities.
- Expertise in interpersonal relations and communication.
- Ability to build collaborative relationships with community partners, including vineyard owners, and other local business owners to facilitate compliance and understanding.
- Understanding of sustainability principles.
- Experience in a wine region, with knowledge of the unique challenges associated with wine grape growing.
- Experience with budget preparation and administration.
- Competence in supervision, training, and performance evaluation.

Education and Experience

Experience - Eight years of increasingly responsible agricultural, weights and measures testing and inspection experience, including four years of management, administrative and supervisory responsibility.

Education - A Bachelor's degree from an accredited college or university with major course work in agriculture, biological sciences, physical sciences, or a related field. An advanced degree is desirable.

Licenses Required -

- Possession of a valid driver's license.
- Possession of a valid license as a Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures issued by the State of California.
- Possession of a valid license as an Agricultural Commissioner and Sealer issued by the State of California is desirable.

The Napa Valley

The Valley is also home to over 135,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

Application Process

The final filing date is 6/10/2016 5:00 PM

Please go to: www.napacountycareers.com for additional information regarding the recruitment and to access the online application materials.

Following the final filing date, applications will be screened for minimum qualifications. Those most qualified applicants will be invited to participate in an oral interview, tentatively scheduled for the week of **July 11, 2016**. Only the most qualified candidates will be invited to interview.



Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district to four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$169 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's over 1,300 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability and service.

Compensation and Benefits

Annual salary range: \$92,892.80 - \$112,881.60

*****Scheduled salary increase of 2.75% effective June 18, 2016*****

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15 - 26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - Eleven paid holidays per year.
- **Management Leave** - 80 hours of management per fiscal year.
- **Personal Leave** - 19 hours credited during the first pay period of the fiscal year.
- **Medical Insurance** - Choice of five CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Disability Insurance** - County paid Long-term disability insurance.
- **Life Insurance** - Equal to one times the annual salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS), offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% at 62 for new members.
- **Deferred Compensation** - A choice of a 457 and/or a 401a plan with a County match.
- **EAP** - County-paid Employee Assistance Program.
- **Cell phone/Blackberry allowance** - Dependent upon usage.

The County of Napa is an Equal Opportunity Employer