

# THE COUNTY OF SANTA CLARA

*Invites applications for:*

## DIRECTOR OF AGRICULTURE & ENVIRONMENTAL MANAGEMENT



*The mission of the Division of Agriculture is to fulfill the mandates of the State of California and to provide quality regulatory services to the citizens of Santa Clara County. The Division serves local businesses, protects public health and the environment, and promotes a wholesome and ample food supply. The County Agricultural Commissioner directs the enforcement programs of the local Division of Agriculture.*



COUNTY OF SANTA CLARA

70 West Hedding Street  
San Jose, CA 95110  
[www.sccgov.org](http://www.sccgov.org)

*An Executive Management Career Opportunity*

*An Equal Opportunity Employer*

## THE POSITION

The Director of Agriculture and Environmental Management is responsible for managing and directing the functions and staff of the County's Environmental Health, Vector Control District, Agriculture, Weights and Measures, Animal Care and Control, Integrated Waste Management, University of California Cooperative Extension and Weed Abatement divisions and related programs.

Specifically, this position serves as the Agricultural Commissioner, Sealer, and Animal Control Director. The Director of Agriculture and Environmental Management is an executive management position that reports directly to the Deputy County Executive.

Additional Management Responsibilities include:

- Planning, organizing, directing, managing and evaluating the programs, staff and functions of the Department of Agriculture and Environmental Management;
- Ensuring the enforcement of various State and local laws and ordinances related to agricultural production, invasive pest, preservation of agricultural production, equity in the marketplace, animals, pesticide use, hazardous vegetation, recycling and waste management, and public health and welfare;
- Managing the provision of pest detection, pest exclusion and pest management programs;
- Directing the certification of agricultural shipments, agricultural pest surveillance and food commodity inspections;
- Overseeing procedures and managing projects to prevent the introduction, establishment, and spread of destructive insects plant diseases and weeds;
- Directing State-mandated testing/inspection/certification of commercial weighing, measuring, and counting devices;
- Serving as a member of the California Agricultural Commissions and Sealers Association and participates in regional associations and program committees; conduct review and analysis of proposed legislation and participates in the formulation of legislative policy;
- Managing field and shelter animal services, with contracted cities and in unincorporated areas of the County, to protect the public from diseased and vicious animals and to provide adoption services for homeless animals;
- Directing the identification, inspection and abatement of hazardous vegetation in cooperation with the Fire Marshal's Office;
- Directing State-mandated development and periodic review of the Countywide Integrated Waste Management Plan, and specified data collection, studies, coordination, promotion and reporting;
- Managing the administration of solid waste recycling collection services in the unincorporated areas of the County to ensure compliance with State mandates for waste collection, planning and reporting;
- Directing various local programs in the provision of public recognition, education and support to local businesses that implement pollution prevention techniques and adoption of sustainable business practice measures;
- Coordinating services with other jurisdictions, County agencies and community groups;
- Representing the Department before Board Commissions, Board of Supervisors, and outside organizations; conduct administrative hearings and appeal reviews;
- Directing the development, preparation, and implementation of the departmental budget, including the review and analysis of division budget requests, development of justification for budget proposals, and the management of expenditures and revenues;

## CHALLENGES AND OPPORTUNITIES

The County of Santa Clara is seeking a proven executive who will be a progressive, energetic, responsive, politically astute and confident leader who is flexible, a good problem solver and customer service oriented. He/She should be a team player and possess the creative vision to advance the Department's goals and services. Additionally, he/she will thrive in a high pressure, fast paced, dynamic and changing environment with constantly shifting priorities. Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities, and to communicate with staff at all levels of the organization are a must. Opportunities include determining appropriate staffing levels, implementing new technologies and developing performance standards.

## THE IDEAL CANDIDATE

Considerable education, training and experience that would demonstrate the ability to perform the above tasks and possession of the following knowledge and abilities.

The required knowledge and abilities would typically be acquired through education and experience equivalent to a Bachelor's degree in one or more appropriate disciplines as chemical or physical sciences, or other appropriate disciplines as determined by the California Department of Food & Agriculture, a minimum of three (3) years recent experience directing and managing complex resource management operations, functions, and staff; and possession of State of California licenses as both a County Agricultural Commissioner and County Sealer of Weights and Measures.

## THE AGENCY

The Department of Agriculture & Environmental Management is responsible for:

- Ensuring the health and safety of the County's Citizens;
- Promoting and protecting the agricultural industry of the County and its environment;
- Preventing the introduction, establishment and spread of pests and diseases;
- Fostering confidence and equity in the marketplace.

The Department enforces regulations and provides services relating to food safety, agricultural production, invasive species and pest management, pesticide use, hazardous materials and hazardous waste, environmental contamination, animal control and sheltering, recycling and waste diversion, marketplace equity and weed abatement.

The Department has three major programs-Agriculture and Environmental Management, the Department of Environmental Health and the Vector Control District. For Fiscal Year 2011, the Department is staffed with 220.5 positions and has an operating budget of \$37.7 million.

In addition to oversight of the Department of Environmental Health and the Vector Control District, the Director is the executive manager for the following divisions; Agriculture, Pierce's Disease Control Program, Weights & Measures, Administration, Animal Care & Control, Weed Abatement, Integrated Waste Management, and the University of California Cooperative Extension.

## COMPENSATION AND BENEFITS

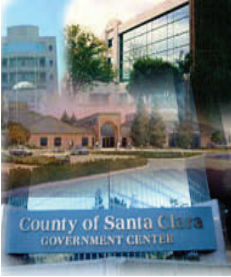
**\$136,231.68 - \$174,813.60 Annually, DOE**

The County provides a generous Executive Management benefit package that includes:

- County contribution to the Public Employees' Retirement System for the 2.5% at 55 Plan
- Payment by the County of the employee's regular contribution to PERS of approximately 7%
- Health Insurance: Single Premium – Fully paid on all health plans; Family Premium – Fully paid depending on plan selected
- Employer Paid Member Contribution (EPMC) to PERS is considered as special compensation for calculation of retirement benefits
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.
- \$200,000 Double Indemnity Term Life Insurance coverage paid by the County
- PERS retirement benefit calculation based on Single Highest Year
- Dental/Vision Insurance: Single and family premiums fully paid
- Annual Leave: 39 days per fiscal year/12 paid holidays per calendar year
- Annual Leave "Cash-Out" Program
- Deferred Compensation Program available

*Note that for salaries above a limitation imposed by federal law (that limit is \$230,000 for 2008): (1) the County will not make contributions to PERS on the portion of salary that exceed the limit, and (2) salary in excess of the limit is not used in calculating your retirement benefit under PERS.*

# COUNTY GOVERNMENT



Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, is considered one of the best areas in the United States to live and work. The County’s population of 1.7 million is the largest in northern California. Santa Clara County is rich in ethnic and cultural diversity, including access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$3.8 billion. The Board adopts ordinances that affect the unincorporated communities and is responsible for the County budget. The County operates under a “charter” form of government, which provides the County with more responsibility and authority. Under the charter, the Board appoints a County Executive to administer County government.

## SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions and submit your responses with a completed application and resume. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

***Resumes will not be accepted in lieu of required supplemental responses***

For each relevant position held, please provide specific information that clearly describes:

1. Your functional areas of responsibility,
2. The size and type of each organization
3. Your position within each organization and the title of the position to which you report(ed),
4. The number and level of staff managed.

In addition, you are being asked to provide:

1. Detailed information regarding the breadth of your experience managing administrative functions in a complex organization; and any other relevant information that would demonstrate your qualifications for this position.

The responses to this questionnaire should be limited to 2-3 pages.

## FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will be open from October 8, 2010 through November 12, 2010, the filing period may be extended further or close as early as 10 days from issue date if necessary.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions please contact Executive Services at (408) 299-5894.

**To apply online please go to: [www.sccjobs.org](http://www.sccjobs.org)**

Applications can be obtained from and returned to  
ESA – Executive Services ~ 70 West Hedding Street, 8th Floor, San Jose, CA 95110