

COUNTY OF
SONOMA



Room to Move. Room to Grow.

**COUNTY OF SONOMA
INVITES APPLICATIONS FOR THE POSITION OF:**

Assistant Agricultural Commissioner

An Equal Opportunity Employer

SALARY

\$39.99 - \$48.60 Hourly \$6,955.33 - \$8,452.84 Monthly \$83,463.93 - \$101,434.03
Annually

OPENING DATE: 11/02/10

CLOSING DATE: 11/28/10

THE POSITION

The Assistant Agricultural Commissioner is the assistant department head of the Agricultural Commissioner's Office. The incumbent in this position acts as the lead administrative and financial manager for the department and provides technical expertise and policy recommendations regarding a wide variety of agricultural and consumer protection programs. These include: regulation of pesticides; agricultural hazardous materials programs; pest prevention, exclusion, and eradication services; price verification; device registration and package inspections.

A significant focus for the incumbent in this position will be to evaluate current business practices of the department and work collaboratively with staff to develop and implement changes that promote efficiency and opportunities for cost savings or cost recovery.

Current agricultural concerns include control of the European Grapevine Moth, Light Brown Apple Moth and Glassy-winged Sharpshooter. The Weights and Measures Division is focused on increasing inspections to promote marketplace equity, identify and eliminate unfair business practices, and enhance consumer protection.

THE IDEAL CANDIDATE

The new Assistant Agricultural Commissioner will be a progressive manager and administrator with an inclusive, collaborative and team oriented leadership style. These attributes will be critical in fostering the strong relationships within the department, with other County partners and community stakeholders. Strong administrative and fiscal management skills are an absolute necessity.

The successful candidate will have experience evaluating organizational processes and systems relating to budget, staffing, workflow, and other administrative transactions; preparing and providing on-going monitoring of a complex budget; formulating long-range goals and developing plans to accomplish these goals; evaluating staff performance and developing training; recommending and/or taking disciplinary actions; interpreting and enforcing federal, state, and local laws relating to agriculture, pesticide use, and weights and measures, and supervising staff responsible for enforcing such laws; interfacing with other County departments, such as Human Resources, the County Administrator's Office, County Counsel, etc; and representing the department with external partners, including the agricultural community, businesses, environmental groups and other community stakeholders.

THE AGRICULTURAL COMMISSIONER'S OFFICE

The Agricultural Commissioner's Office is dedicated to delivering services that effectively promote and protect agriculture, the economy, community, environment, and health and safety of our citizens through education and the enforcement of laws and regulations, resulting in sustainable agriculture and equity in the marketplace. The Agricultural Commissioner's Office also oversees and administers the County's grading and draining ordinance and provides staff support to the Fish and Wildlife Commission.

The Agricultural Commissioner's Office includes two divisions:

- Agricultural Division - Responsible for detecting, eradicating, containing, and controlling exotic pests, plant diseases, and invasive weeds; enforcing State pesticide use regulations, state nursery regulations, and other State and Federal regulations pertaining to the production, sale, and movement of agricultural commodities.
- Weights & Measures Division - Responsible for protecting buyers and sellers by checking commercial weighting, measuring and timing devices for accuracy and ensuring consumer protection by verifying pricing and truth in labeling of products.

The Agricultural Commissioner's Office currently has an operating budget of \$4.5 million and is supported by a staff of 35 full-time employees.

THE COUNTY OF SONOMA

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes and open space. Sonoma County is also home to a wide variety of art and music festivals, farmer's markets, and concert venues. Local schools continually rank high on California's Academic Performance Index. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that value the highest quality customer service, strong leadership, engaged citizen participation, courteous and prompt assistance, providing valuable and complete information, and creating and preserving efficient and cost effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.

The County has an annual budget in excess of \$1.2 billion for fiscal year 2010-2011. 28 departments, agencies and special districts serve the County's population. The County currently employs over 3,600 regular employees.

MINIMUM QUALIFICATIONS

Education: A bachelors degree in agriculture, biological sciences, physical sciences or a related area unless exempted by the Secretary, Department of Food and Agriculture.

Experience: Any combination of experience which would clearly demonstrate possession of the knowledge and abilities listed. Normally, four years of experience in the enforcement of agricultural or weights and measures laws including one year of management/supervisory and program experience will provide such opportunity.

Special Qualifications: Possession of a license of eligibility as a County Agricultural

Commissioner and Sealer issued by the California Department of Food and Agriculture.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the California Food and Agricultural Code, California Business and Professions Code, Animal Regulation Ordinances, and all other related applicable county, state and federal laws and regulations; the principles of entomology, plant pathology, and horticulture and of the methods and practices of commercial growers and agents; effective procedures and laws pertaining to plant quarantine, standardizations, nursery inspection, seed inspection, field and orchard inspection and weed and rodent control; the use of pesticides and other chemicals.

Considerable knowledge of: the principles and practices of administration and organization applicable to the agricultural, weights and measures, and animal regulation divisions; the principles and practices of personnel and fiscal administration related to all three divisions. English syntax and grammar; and development of research methodology, report writing, basics statistics and their applications.

Knowledge of: methods and practices employed in enforcing and maintaining weights and measures standards; and legal processes involved in County Agricultural Commissioner and Sealer of Weights and Measures and Animal Regulation responsibilities.

Ability to: supervise and coordinate the work of subordinates engaged in complex and technical work; identify noxious weeds and seeds, plant diseases and insects; analyze situations and take effective courses of action to analyze information, identify problems, project consequences, and make recommendations or develop solutions; exercise objectivity and independent judgment; make public presentations before groups with varying levels of technical understanding; establish and maintain working relationships with colleagues, staff, other departments, elected and appointed officials, community groups, and representatives of business and industry; demonstrate tact and diplomacy in representing the department; understand and address the concerns of a variety of constituencies; persuade and influence others; prepare and implement administrative and fiscal policies and controls; coordinate program activities with other County departments, and other public entities; plan and organize research and statistical work relating to the various aspects of administration, budget and general management issues; understand, interpret and apply rules, regulations and ordinances as well as federal, state and local legislation and supervise and/or prepare and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resource plans and policies.

SELECTION PROCEDURE

APPLICATION INSTRUCTIONS

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination(s):

1. An **Application & Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualification for this position.
2. If a significant number of qualified applications is received, an **Oral Interview Examination** (weight 100%) will be conducted. Only the most suitably qualified applicants from the Application & Supplemental Questionnaire Appraisal will be invited to an Oral Interview Examination. Candidate's related knowledge, skills, and abilities will be evaluated in the Oral Interview Examination. **APPLICANTS MUST PASS THE ORAL INTERVIEW EXAMINATION WITH A SCORE OF 70% OR HIGHER, AS ESTABLISHED BY THE PASS POINT, TO BE PLACED ON THE EMPLOYMENT LIST.**

TIMELINE AND TENTATIVE KEY DATES

- Accepting application materials through November 28, 2010
- Application materials and supplemental questions screened November 29 - December 3, 2010
- Oral Interviews – December 15, 2010
- Final Selection Interviews – December 16, 2010

Please be mindful of the timeframe established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Questions can be directed to:

Spencer Keywood-Dettmer, Human Resources Analyst
County of Sonoma Human Resources
Telephone: (707) 565-3568
Facsimile: (707) 565-3770
skeywood@sonoma-county.org

For more information, visit www.sonoma-county.org, www.sonomacountyconnections.org, and

www.sonoma-county.org/agcomm

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma implemented a Mandatory Time Off (MTO) Program of 8 days (64 hours) for the current fiscal year (through June 30, 2011) and 5 days (40 hours) for the 2011/2012 fiscal year (through June 30, 2012). The amount of pay deducted for the unpaid furlough time is determined by the employee's regularly allocated work schedule. In order to minimize the impact of the unpaid furlough on employees, deductions are being withheld and amortized each pay period from the date of hire through the end of the fiscal year in June 2012.

Employees hired after January 3, 2011, and prior to the end of the fiscal year in June 2011, will be required to take a prorated number of MTO hours during the fiscal year, to be determined based on their date of hire.

HR Analyst: SKD

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #10/11-1140-O
ASSISTANT AGRICULTURAL COMMISSIONER
SK

Assistant Agricultural Commissioner Supplemental Questionnaire

- * 1. Please list the licenses you possess from the California Department of Food and Agriculture, including the dates the licenses were issued.

- * 2. Please describe your experience interpreting and enforcing federal, state, and local laws relating to agriculture, pesticide use, and weights and measures. If you do not have this type of experience, please state "N/A".

- * 3. Please describe your experience monitoring a complex budget. Include in your response:
 - The amount of the budget you monitored.
 - The process you utilized to ensure accurate on-going monitoring throughout the budget cycle.
 - The strategies you employed to correct any issues that occurred, i.e. revenue being less than expected, unforeseen expenditures, etc.

If you do not have this type of experience, please state "N/A".

- * 4. Please describe your experience managing and supervising staff, including number of staff managed or supervised and years of experience. If you do not have this type of experience, please state "N/A".