

VENTURA COUNTY AGRICULTURAL DEPARTMENT INVITES APPLICATIONS FOR:



**CHIEF - DEPUTY AGRICULTURAL
COMMISSIONER
0309AG-11AA (JAB)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$33.16 - \$46.42 Hour \$5,747.25 - \$8,046.15 Monthly \$68,966.96 - \$96,553.75 Annually

This posting is for the Ventura County Agricultural Department; vacancy location is Ventura; requires travel throughout Ventura County and California.

POSITION INFORMATION

Under general direction of the Agricultural Commissioner, the Chief Deputy Agricultural Commissioner serves as the department's day-to-day chief of operations, plans and supervises agricultural regulatory programs and associated personnel, represents the Agricultural Commissioner as needed; and performs related duties as assigned.

The ideal candidate will have a thorough knowledge and understanding of the role of the Agricultural Commissioner Department as both an inspection and compliance entity, and a public service provider with multiple stakeholders; experience leading organizational change; strong budget development and management experience; knowledge of Civil Service Merit Systems and how to work effectively within them; excellent communication, inter-personal and collaborative skills; and experience developing and working through high performance, outcome based, teams. This classification is exempt from civil service.

EDUCATIONAL INCENTIVE: Possible educational incentive of 2.5%, 3.5%, or 5% based on completion of Associate's, Bachelor's, or Master's degree.

AGENCY/DEPARTMENT: Agricultural Commissioner

The Chief Deputy Agricultural Commissioner receives management benefits at the MB2 level and is exempt from overtime compensation.

The eligible list established from this recruitment may be used to fill current and future regular, temporary, fixed-term, intermittent, and extra-help vacancies in the Retirement Department. There is currently one vacancy.

OPENING DATE: September 8, 2011

FINAL FILING DATE: Continuous

Tentative Timeline

APPLICATION REVIEW: September 30, 2011

ORAL EXAMINATION: October 19, 2011

CERTIFICATION OF NAMES: October 20, 2011

INTERVIEWS: October 27-28, 2011

SELECTION NOTICES: November 4, 2011

Examples Of Duties:

Duties may include, but are not limited, to the following.

- Assists the Agricultural Commissioner to develop policies and establish administrative procedures for legal compliance to State's Agricultural codes, related local laws and regulations.
- Monitors and helps manage various department programs to assure contract, program, legal, and regulatory compliance.
- Serves as department liaison with County CEO's Human Resources Division, Budget and Finance Division, and Information Technology Services Department.
- Directs and supervises support staff and Deputy Agricultural Commissioners.
- Coordinates and facilitates all department personnel issues in compliance with legal requirements and consistent with County Human Resource policies and practices.
- Assists in developing and monitoring all department budgets.
- May represent the Agricultural Commissioner with the Board of Supervisors, county department directors, and other elected officials.
- Establishes and maintains effective working relationships with the Board of Supervisors, other County Departments and various committees and work groups in the agricultural community.
- May respond to requests for public data and media regarding various department issues.
- Serves as the department safety officer.
- Performs related duties as assigned.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on the eligible list.

EDUCATION, TRAINING and EXPERIENCE

Any combination of education, training, and experience equivalent to a Bachelor's degree in Agriculture or the biological sciences and four (4) years of agricultural regulatory experience performing duties comparable to those of a Ventura County Deputy Agricultural Commissioner or higher.

SPECIAL REQUIREMENTS

Possession of a valid California driver license and a County Agricultural Commissioner's license issued by the California Department of Food and Agriculture.

HIGHLY DESIRABLE

- Thorough knowledge and understanding of the role of the Agricultural Commissioner's office as an inspection and compliance entity, and a public service provider with multiple stakeholders.
- Experience leading organizational change.
- Strong budget development and management experience.

- Knowledge of Civil Service Merit Systems and how to work effectively within them.
- Excellent communication, inter-personal and collaborative skills.
- Experience developing and working through high performance, outcome based, teams.

Supplemental Information

Duties require significant public contact and local travel.

EXAMINATION PROCESS

FINAL FILING DATE: FINAL FILING DATE: This is a continuous recruitment and may close at any time. Applications must be received by the Ventura County Human Resources Division in Ventura, California NO LATER THAN 5:00 PM of the closing date. To apply online, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials. Our address is: County of Ventura, Human Resources Division, 800 S. Victoria Ave., Loc#1970, Ventura, CA 93009.

We do not accept resumes in lieu of our application form, nor do we accept any application materials via email. Applicants must provide sufficient information under the Education-Work Experience portion of the application to determine eligibility. Using "See Resume" or "Text Resume" instead of adequately completing all sections of the application will result in the application being removed from further consideration.

APPLICATION EVALUATION - qualifying: Depending on the number of applications received, an Application Evaluation may be conducted to either select a limited number of the most qualified candidates to continue through the examination process, or, if there are three (3) or fewer qualified applicants, assign a score to each application based on established criteria. Such score will be considered as a final score for placement on the eligible list.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in your application being removed from consideration.

ORAL EXAMINATION - 100%: A job-related Oral Examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, credit, criminal background information, and driving record. For further information about this recruitment, please contact José Bernard by e-mail at jose.bernard@ventura.org or phone at (805) 654-2635.

