



## EMPLOYMENT OPPORTUNITY

# AGRICULTURAL COMMISSIONER

### SALARY AND BENEFITS

\$5,240. - \$6,329. per month plus benefits package

### FILING DEADLINE

5:00 p.m. March 25, 2016

### DUTIES AND RESPONSIBILITIES

*The Agricultural Commissioner organizes, directs and reviews the activities of the Agricultural Commissioner/Weights and Measures Department, including the duties of the Agricultural Commissioner and Sealer of Weights and Measures. The major duties of the job include:*

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Administrator and Board of Supervisors; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the departmental budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the Department to outside groups and organizations; participate in outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in agricultural biology, chemistry or related scientific field.

**Experience:** Six years of increasingly responsible experience in agricultural biology, including two years of significant administrative managerial experience working in a large public agency.

**License:** County Agricultural Commissioner license issued by the State of California.  
County Sealer of Weights and Measures license issued by the State of California.  
Qualified Pesticide Applicator's Certificate issued by the State of California.  
Possession of, or ability to obtain, a valid California driver's license.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## ABOUT LASSEN COUNTY

Lassen County is approximately the size of Connecticut with a population of approximately 34,000, 1/2 of whom live in Susanville; Susanville is the County seat. Living in and visiting Lassen County is an adventure, the explorer in you will find endless trails and remote roadways in the wilderness areas. Our four seasons evoke fascination and appreciation for the rich colors of fall, the snow covered silence of winter, the ever-changing blooms of spring and the endless blue sky and warmth of summer. Nestled in the Shasta Cascade Region of the Sierra Nevada Mountain Range, the elevations range from high desert panoramas to pristine alpine lake environments. The tangible assets of this county are evident, the intangible assets are it's people whose hearts match it's size.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Lassen County applications are available at our website at: [www.co.lassen.ca.us](http://www.co.lassen.ca.us) in the Personnel/Risk Management Department, or visit our application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320

Opened February 19, 2016

### 👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.