

County of Colusa  
**AGRICULTURAL COMMISSIONER**

Sealer of Weights & Measures  
Director of Air Quality and Migrant Housing Program  
\$100,260 - \$164,376

**Open Until Filled**

**First Review: October 23, 2020**



*Colusa County —Photo(s) credit: Colusa-Glenn Farm Credit; Denise Carter*

## **ABOUT THE COUNTY**

The County of Colusa, nestled in the heart of the Sacramento Valley approximately 60 miles north of Sacramento and 100 miles northeast of the San Francisco Bay Area, is a vibrant community rich in history and tradition, offering a wonderful environment in which to live, work and play. The County, with approximately 22,000 residents, includes two incorporated cities: Colusa, which is the county seat, and Williams. The local economy is largely agriculturally based, producing crops valued at more than \$900 million each year and exporting farm commodities throughout the United States and to about seventy countries worldwide. Colusa County's residents enjoy the best of both worlds: ready access to major metropolitan areas while taking advantage of affordable housing associated with the area's friendly, small town environment. The region is blessed with sweeping mountain vistas, open space, and clear skies.



Some County government business is still conducted within the beloved antebellum court house which was built in 1861 and has operated continuously ever since. The County's annual General Fund budget is approximately \$35.7 million and the total budget is about \$113.1 million. The workforce is comprised of 17 department heads and approximately 400 full-time equivalent positions. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Colusa County and provide policy direction for all branches of

County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four-year term.

Colusa County also offers many diverse outdoor recreational opportunities and is considered to be a sportsman's paradise. The Sacramento River meanders through the County. Portions of five national protected areas are located within the county: Butte Sink Wildlife Refuge, Colusa National Wildlife Refuge, Delevan National Wildlife Refuge, Mendocino National Forest, and Sacramento National Wildlife Refuge. Recreational opportunities such as hiking, bird watching, camping, and water sports abound. The Sacramento River and local lakes, offer world class fishing.

## ABOUT THE POSITION

The County of Colusa is recruiting for an Agricultural Commissioner to plan, direct, manage, and oversee the activities and operations of the Department of Agriculture. This includes the enforcement of the rules and regulations related to the inspection, standardization and quarantine of agriculture products; planning, directing, supervising and coordinating the enforcement of the rules and regulations related to weights and measures standards, specifications and tolerances; and the planning, directing, supervising and coordinating of the enforcement of the rules and regulations related to the air pollution program and the migrant housing program.

## DUTIES AND RESPONSIBILITIES

The Agricultural Commissioner leads a technical and experienced team of 16 staff members; supports the Mission of the County and its elected and appointed officials; exhibits the duty of loyalty to an employer's representatives; provides courteous and timely service to the public as the ultimate employer; works cooperatively with other county employees.

*Responsibilities include, but are not limited to the following functions:*

- Assumes full management responsibility for all department services and activities; recommends and administers policies and procedures.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within county policy, appropriate service and staffing levels; allocates resources accordingly.
- Directs, oversees, and participates in the management of agricultural, weights and measures, air pollution control, migrant housing program, and vegetation and environmental management programs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.



*Colusa County —Photo credit: Colusa-Glenn Farm Credit*



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- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other necessary correspondence.
- Manages and participates in the development and administration of the agriculture commission, weights and measures, migrant housing program, vegetation and environmental management, and air pollution control department budget; directs the monitoring of and approval of expenditures; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the preparation of and implements budgetary adjustments.
- Represents the department to other county departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Plans, directs, and coordinates, through subordinate level managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.

- Prepares and submits annual financial statements of county agriculture, weights and measures, migrant housing, and air pollution program, to state agencies; prepares and submits annual reports.
- Assesses civil penalties for violations of agriculture and air pollution control laws and regulations; conducts public hearings on regulation and fee changes.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares reports and news releases; maintains records.
- Performs related duties as required.

## MINIMUM REQUIREMENTS

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Bachelor's degree in agriculture, biology, chemistry, physics, engineering or a related field.
- Five (5) years of experience in performing agricultural inspection and weights and measures work, including at least three (3) years of administrative and supervisory responsibility.
- A valid State of California driver's license and an acceptable driving record.
- A valid County Agricultural Commissioner and County Sealer of Weights and Measures California State registered license.



# SALARY

**\$100,260 - \$128,388\* - \$164,376**

The hiring salary range indicated above has six annual merit steps with approximately 5% between each step (\$100,260 - \$128,388). Annual advancement is based upon successful performance. The successful applicant can anticipate being offered a salary between steps 1 through 6 depending on experience and qualifications. The full salary range goes up to step 15 (\$164,376). Steps 7-15 are additional merit steps and eligibility for step advancement is based on 2 years of satisfactory performance at the previous step. Steps 7 through 14 provide increases of 2.5% each. Step 15 provides a 5% increase.

*\*Current Compensation and Benefits Resolution provides for a CPI increase each October of 1-3%*

# BENEFITS

3% @ 60 CalPERS Retirement formula for Classic Members, 2% @ 62 formula for New Members; deferred compensation plans available with monthly matching employer contributions; 13 paid holidays; 10 to 25 vacation days annually based upon total years of public agency service (such credit will be year for year); and 12 days of sick leave; health, dental, vision, Health Reimbursement Arrangement and life insurance.

***What a PERS 3% @ 60 Classic formula could mean for YOU with just 10 years at Colusa!***

	10 yrs	If Retirement Base Salary is \$200,000/yr	Difference after 10 years retired
3 @ 60	30.00%	\$60,000.00	
2 @ 60	20.00%	\$40,000.00	(\$200,000)
2 @ 55	22.62%	\$45,240.00	(\$147,600)
2.5 @ 55	25.00%	\$50,000.00	(\$100,000)
2.7 @ 55	27.00%	\$54,000.00	(\$60,000)

*Retirement at age 60. Does not compare Social Security benefits.*

## APPLICATION & SELECTION PROCESS

This position is  
**OPEN UNTIL FILLED**

A first review of application materials is scheduled for **October 23, 2020.**

This recruitment may close without notice upon receipt of a sufficient number of applications.

### REQUIRED APPLICATION MATERIALS

To be considered, candidates must submit:

- A signed completed standard Colusa County Application REV. 111317
- Cover Letter
- Resume
- Copy of valid County Agricultural Commissioner and County Sealer of Weights and Measures California State registered license.

The complete job description is available online or by contacting the Human Resources Department:

250 Fifth Street  
Colusa, CA 95932  
530-458-0420

ccpersonnel@countyofcolusa.org  
www.countyofcolusa.org

The application materials will be used to select the best qualified applicants to participate in the selection process. Qualifications appraisal interviews will be used to assess the candidate's knowledge, skills and experience. The Board of Supervisors will make the final selection and appointment.

*Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the Notice of E-Verify Participation and Right to Work posters, please visit the Employment Opportunities section of the Colusa County website.*