MODOC COUNTY

INVITES YOUR INTEREST IN THE POSITION OF:

AGRICULTURAL COMMISSIONER/AIR POLLUTION/WEIGHTS AND MEASURES/MIGRANT CENTER PROGRAM MANAGER
MISSION STATEMENT

THE MISSION STATEMENT OF THE MODOC COUNTY AGRICULTURAL DEPARTMENT IS TO PROTECT AND PROMOTE AGRICULTURE AND TO ENSURE EQUITY IN THE MARKETPLACE

IN ADDITION TO THE BROAD MISSION STATEMENT THE DUTIES OF THE MODOC COUNTY AGRICULTURAL COMMISSIONER /AIR POLLUTION/WEIGHTS AND MEASURES/MIGRANT CENTER PROGRAM MANAGER HAVE BEEN DIVIDED INTO THE FOLLOWING FUNCTIONS:

◆ PESTICIDE USE ENFORCEMENT
◆ PEST ERADICATION
◆ PEST DETECTION
◆ PEST EXCLUSION
◆ PEST MANAGEMENT
◆ CROP STATISTICS
◆ FRUIT AND VEGETABLE QUALITY CONTROL
◆ NURSERY INSPECTION
◆ SEED INSPECTION
◆ EGG QUALITY CONTROL
◆ APIARY INSPECTION
◆ WEIGHTS AND MEASURES
◆ WEIGHING DEVICES
◆ QUANTITY CONTROL OF PACKAGED COMMODITIES
◆ WEIGHMASTER AND PETROLEUM PRODUCTS

OTHER PROGRAMS SUCH AS:

◆ WEED CONTROL
◆ PREDATORY ANIMAL CONTROL
◆ PEST ABATEMENT DISTRICTS
◆ AIR POLLUTION CONTROL DISTRICT
THE POSITION

The Agricultural Commissioner/Air Pollution/Weights and Measures/Migrant Center Program Manager, under state law, is responsible for the local enforcement of provisions of the California Agricultural Code and the California Code of Regulations which pertain to the Agriculture industry, related industries, and the consumer. Agricultural Commissioners are under the general direction of the California Director of Food and Agriculture and the Director of Cal EPA. Currently, the department maintains its programs with three full-time licensed personnel, three full-time certified personnel, and one full-time Fiscal Officer. Additionally, the department budgets 9,400 hours for seasonal help to perform weed eradication.

The Region

Modoc County is located in the rural northeastern corner of California, bordering Nevada and Oregon. With a population of 8,700 (2020 census) within an area of 4,203 square miles, the population density in the region is extremely low with only 2.07 people per square mile. Congestion and overpopulation are extremely unlikely. Clean air and lack of automobile traffic are virtually assured. Agriculture and tourism are the economic mainstays for Modoc County.
Migrant Center Program Manager

The Newell Migrant Center Program Manager is a key position reporting directly to Modoc County’s CAO. This position receives policy direction from the Office of Administrative Services.

The Center Program Manager manages and administers the County Migrant Housing Service Program.
Modoc County is seeking a creative and highly motivated individual to assume the Agricultural Commissioner/Air Pollution/Weights and Measures/Migrant Center Program Manager position. The ideal candidate for this position will possess strong leadership capability, public service, ethical commitment, and demonstrated Agricultural Commissioner management skills. Candidates applying for this position should have the ability to work well under pressure and approach challenges with balance and consistency.

Knowledge of:

◊ Principles and practices of plant quarantine, weed, insect and rodent pest detection, and mitigation and pesticide use.
◊ Principles and practices of the nursery, seed crop and egg regulation, and quality control.
◊ Methods and requirements of air pollution measurement and control.
◊ Methods and regulations regarding the inspection and sealing of weighing and measurement devices.
◊ Principles and methods of hazardous materials storage and monitoring.
◊ Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
◊ Principles and practices of budget development and administration.
◊ Principles and practices of equipment purchase, maintenance, and repair.
◊ Applicable laws, codes, and regulations.
◊ Techniques for representing the department and the county in meetings and negotiations with a wide variety of individuals and groups.
◊ Techniques for making effective public presentations.

Migrant Center Program Manager Examples of Duties:

◊ Interprets regulations related to assigned program(s), and responds to requests for information from the funding agency, program participants, and the public.
◊ Accomplishes finance and human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures.
◊ Provides complex and sensitive administrative and programmatic support to the County and works directly with the County Administrative Officer regarding programmatic, policy, and budgetary issues.
◊ Developing Migrant Housing goals, objectives, policies, procedures, and work standards; assists in coordinating with county-wide budget development.
◊ Determines analytical techniques and data gathering and obtains required information for analysis.
◊ Organizes directs and manages the functions and services of the County Migrant Housing Program.
Continued, Migrant Center Program Manager Examples of Duties:

◊ Develops and secures approval of the Migrant Housing budget.
◊ Develops fiscal projections for staffing, equipment, materials, and supplies
◊ Ensures that the County Administrative Officer is informed of county program and financial status and the legal, labor, social and economic issues that may affect county programs and operations.
◊ Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle in the course of work.

MIGRANT CENTER PROGRAM MANAGER SKILLS NEEDED:

♦ Planning, directing, and reviewing the work of county and contract staff.
♦ Developing and implementing goals, objectives, policies, procedures, and work standards.
♦ Compiling and reviewing budget figures.
♦ Independently perform professional analytical and programmatic work in the area(s) to which assigned.
♦ Carrying assigned analytical projects through, from data gathering to completion.
♦ Using initiative and independent judgment within policy guidelines.
♦ Compensation and wage structure, classifying employees, and employment law.
♦ Disciplining employees; planning, monitoring, and appraising job results.
♦ Maintaining and directing the maintenance of accurate records and files.
♦ Preparing clear and concise reports, correspondence, and other written materials.
♦ Establishing and maintaining effective working relationships with those contacted in the course of work.
Any combination of education and experience which provides the required knowledge and skills is acceptable. A typical way of gaining knowledge and skills is outlined below.

- Equivalent to graduation from a four-year college or university with major course work in agriculture, biological science, or a closely related field, and four years of experience in agricultural inspection, weights and measures sealing or a field related to the work.

The qualifications in this brochure list the major duties and requirements of the job and are not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this brochure and may be required to have specific job-related knowledge and skills.

**SALARY AND BENEFITS**

**ANNUAL SALARY: DOE**

The salary and benefits for the Agricultural Commissioner/Air Pollution/Weights and Measures/Migrant Center Program Manager include:

- Retirement: 2% at 55 (Current) 2% at 62 (PEPRA)
- Health: County pays for employee and dependent premiums up to $1304.13 per month through Anthem Blue Cross. Dental and Vision are paid for by the County.
- Vacation: Accrual of 10 days during years one through four of employment; 15 days after four years; 20 days after 12 years; and 25 days after 19 years of service
- Holiday Pay: 14 scheduled days annually
- Sick Leave: Accrual at the rate of 15 days per year with an unlimited maximum accrual
- Life Insurance: A $25,000.00 term life insurance policy paid by the county
- Deferred Compensation: The county has plans available for employee participation through Colonial, Valic, New York Life, Edward Jones, and Nationwide 457(b) plans. However, the county has no match or contribution.
To be considered for this career opportunity, please forward a letter of interest and your resume with five work-related references (who will not be contacted until mutual interest is established) to:

Modoc County Office of Administration
Human Resources
204 South Court Street, Room 100
Alturas, CA 96101
hr@co.modoc.ca.us
OPEN UNTIL FILLED

Following the first review date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the County Administrative Officer/HR. The County Administrative Officer/HR will determine which candidates to invite to participate in the formal interview process. Selection of the Agricultural Commissioner will follow shortly thereafter.

Modoc County is an Equal Opportunity Employer