

## DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for supervising the day-to-day implementation and enforcement of the Westchester County Consumer Protection Code, enforcement of Article 16 of the New York State Agriculture and Markets Law and other Consumer Protection related rules and regulations. The incumbent oversees the three units of the department; Weights and Measures, Licensing, and Consumer Complaint/Administration. In addition work involves conducting hearings and undertaking special projects. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages the Weights and Measures, Licensing and Consumer Complaint/Administration units of the department;

Actively participates in the overall Department management and decision making processes;

Presides as Hearing Officer for Departmental Administrative Hearings held in response to appearance tickets issued for alleged violations of laws under the jurisdiction of the Department; levies fines and/or penalties for same;

Monitors and evaluates current programs and procedures and recommends needed changes in policies, legislation or personnel;

Develops and maintains program productivity based statistical data for the entire department;

Represent the Department at educational speaking engagements and community outreach programs;

Serves as the Public Information Officer for the Department and maintains Information Technology based resources;

Functions as Department liaison to the Office of the County Executive and Board of Legislators, in the absence of higher level management;

Coordinates the collection and preparation of data necessary to develop periodic consumer price indices relating to fuel oil, gasoline and grocery market baskets;

Oversee special initiatives as requested, such as the Mercury Abatement Program;

Plans and directs the Department's law enforcement programs;

Assigns field personnel daily and maintains a daily log of inspections performed;

Assists in the preparation and administration of the departmental budget.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Uses computer applications or other automated systems such as website development software, spreadsheets, word processing, calendar, e-mail and database software;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the provisions of the County Consumer Code and the New York State Agriculture and Markets Law; thorough knowledge of the principles and methods of field investigations; thorough knowledge of the provisions and means for enforcement of the County Consumer Protection Code and the County Gasoline Price Sign Law; good knowledge of the principles and practices involved in the operation of a County Consumer Protection Agency; ability to effectively use computer applications such as web site development software, spreadsheets, word processing, calendar, e-mail and database software; ability to enforce laws, rules and regulations firmly, tactfully and impartially; ability to supervise, plan, assign and direct subordinate personnel; ability to report findings and prepare detailed reports; ability to evaluate investigative reports of subordinate personnel; ability to prepare statistical reports; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of experience where the primary function of the position was supervising enforcement of Consumer Protection regulations, Weights and Measures inspection and enforcement, and Contractor Licensing.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid New York State Driver's License.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL NOTE: Pursuant to New York State Public Officers Law and New York State Agriculture and Markets Law, candidates at time of appointment, must:

1. Be a citizen of the United States.
2. Be a resident of Westchester County. (Residency must be maintained throughout employment).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.