

## PROGRAM SPECIALIST (WEIGHTS AND MEASURES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for supervising subordinate Inspectors working in the various divisions of Department of Consumer Protection and/or Weights and Measures. Responsibilities include ensuring adherence and conformity to the Westchester County Consumer Protection Code and the New York State Agriculture and Markets Law. An incumbent of this position is a Peace Officer and as such, has the power to enter any premises stipulated by law and to issue summonses for violations of Consumer Protection regulations. This level is distinguished from the Inspector of Weights and Measures in that the Senior Inspector supervises subordinate staff, and work assignments are more complex, requiring a greater degree of experience and knowledge in the field of Consumer Affairs and Weights and Measures. Supervision is exercised over Inspectors, clerical and volunteer staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the management of daily operations of the department by aiding in the development of policy and procedure as it relates to divisional functions;

Supervises, trains and provides guidance to Inspectors of Weights and Measures and Trainees on matters pertaining to office procedure and in conducting field investigations and inspections;

Advises and/or participates in investigations, inspections, programs and projects which require the input of senior personnel;

Prepares reports relating to divisional concerns; outlining issues as they relate to the enforcement and administration of regulations and laws;

Assists management in personnel, budgeting and purchasing decisions by making recommendations based on divisional needs;

Prepares monthly and/or interim reports on divisional activities;

Acts as intermediary between Inspectors and clerical staff and management by directing divisional efforts and making recommendations for change as it may relate to operational goals or employee performance;

Distributes work assignments to Inspectors and clerical workers within division;

Monitors employee work performance and offers guidance when needed;

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

Consults with and makes recommendations to management on problems relating to employee work performance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMRANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the provisions of the County Consumer Code and the New York State Agriculture and Markets Law; good knowledge of the principles and practices involved in the operation of a County Consumer Protection Agency; good knowledge of the principles and methods of field investigations; ability to enforce laws, rules and regulations firmly, tactfully and impartially; ability to 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 effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) three years of experience where the primary function of the position was the investigation and handling of consumer complaints, one year of which must have been in a supervisory capacity; or (b) three years of experience where the primary function was in the use, maintenance, sale or inspection of weighing and measuring devices, field enforcement of weights and measures, package weighing and control, or laboratory work requiring precision weighing and measuring, one year of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits\* at a recognized college or university with major coursework in physical sciences\*, engineering sciences, electronics sciences\*\*, mechanical technology and/or mathematics\*\*\* may be substituted for each year of experience. There is no substitution for the one year of supervisory experience.

\*Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology), and physics.

\*\*Electronic sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) and with electronic devices.

\*\*\*Mathematics includes course work in accounting, economics, etc., provided the primary focus of the course is the manipulation of numbers.

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

Be a citizen of the United States.

Be a resident of New York State. (Residency must be maintained throughout employment).

SPECIAL REQUIREMENT: 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.

West. Co.  
J.C.: Competitive  
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Job Class Code: C3258  
Job Group: XI