

DEPUTY DIRECTOR OF CONSUMER PROTECTION AND SEALER OF WEIGHTS &  
MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director-Office of Consumer Protection and the New York State Commissioner of Agriculture and Markets, an incumbent in this position is responsible for assisting in the implementation and enforcement of the Westchester County Consumer Protection Code and the enforcement of Article 16 of the New York State Agriculture and Markets Law and other Consumer Protection related rules and regulations. The incumbent is also responsible for the supervision and monitoring of all weights and measures activities. The work performed involves the exercise of independent judgment in the application of policies within the laws that are under the jurisdiction of Westchester County. This position acts for and on behalf of the Director of Consumer Protection in his absence. Supervision is exercised over a substantial number of inspection personnel assigned to field and office staff; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the day to day operations of the Consumer Affairs, Weights and Measures and Licensing Divisions of the Department;

Supervises the periodic inspection and correction of all scales (store, industrial, hopper, apothecary balances, platform and electronic weighing systems), gasoline pumps, petroleum meters, and fuel and oil delivery trucks

Plans and directs the Department's law enforcement programs;

Oversees the overall personnel activity of the department;

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

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;

Assists in the preparation of the budget and administers same in relation to the budgeted expenses and revenues of the Department;

Supervises incoming revenue resulting from penalties and fees charged for inspections and the issuance of Home Improvement and Burglar Alarm licenses;

Represents Department at meetings with business and consumer groups by speaking on consumer protection and weights and measures regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good 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 laws, regulations and standards pertaining to weights and measures as established by the State of New York; good knowledge of the various types of weighing and measuring devices in common use and the approved methods for testing for compliance with standards; familiarity with the applicable sections of the Penal Law relating to false advertising and misrepresentation; good knowledge of the geographical, ethnic and business and layout of communities in Westchester County; ability to supervise the work of others; ability to express oneself orally and in writing; ability to meet and deal with people and secure their cooperation in relation to compliance with pertinent laws and regulations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound judgment; accuracy; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years of experience where the primary function of the position was in the supervision of five or more employees employed by a municipal or government entity in the enforcement of consumer protection law, consumer complaint investigation, complaint medication or home improvement licensing.

SUBSTITUTION: An Associate's Degree\* in engineering science, mechanical technology, mathematics or a related technical field may be substituted for one year of the supervisory experience described above.

SPECIAL REQUIREMENT: Pursuant to the 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.

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

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J. C.: Competitive  
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Job Class Code: E0646  
Job Group: XV