

## **ASSISTANT DIRECTOR OF CONSUMER AFFAIRS**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for assisting the Director of Weights and Measures B/Consumer Affairs in administering, supervising and enforcing the provisions of the Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures and for performing consumer protection activities. The incumbent acts for and in place of the Director in his or her absence. Work is performed under the general supervision of the Director of Weights and Measures B/Consumer Affairs. Supervision is exercised over Consumer Services Inspectors and support staff.

### **TYPICAL WORK ACTIVITIES:**

1. Assists the Director in administering, supervising and enforcing the provisions of the Agriculture and Markets Laws, rules and regulations as they apply to weights and measures;
2. Receives and investigates consumer complaints, making referrals where necessary; researches consumer laws;
3. Works with other consumer affairs agencies to maintain uniformity of enforcement throughout the area;
4. Supervises and trains Consumer Services Inspectors;
5. Inspects and tests weighing and measuring devices for accuracy and proper operation;
6. Inspects and tests weighing and measuring devices for accuracy and proper operation;
7. Reports conditions not in compliance with law and issues citations to violators;
8. Examines and weighs cartons and packages for illegal markings and short measures;
9. Assists Attorney General and local law enforcement officials in consumer fraud cases;
10. Testifies in court concerning violations of the law;
11. Supervises field mechanics in repair and installation of equipment;
12. Assumes the duties of the Director in his or her absence;
13. Performs inspections to ensure compliance with local laws;
14. Submits narrative reports of inspections, violations and ordered repairs as required by regulations;
15. Attends annual technical training school and other conferences to keep abreast of changes in law or standards and of new equipment being used in the trade;
16. May address community groups regarding weights and measures program or consumer affairs;
17. Does related work as required.

**ASSISTANT DIRECTOR OF CONSUMER AFFAIRS** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of laws, rules and regulations governing weights and measures programs and consumer protection; good knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are being used correctly; working knowledge of principles and practices of modern administrative techniques and procedures including budget preparation and administration; good knowledge of investigative techniques; ability to plan, schedule, train and supervise the work of others; ability to read and interpret state laws and departmental regulations pertaining to consumer protection; ability to understand complex mechanical equipment, its construction, repair and adjustments; ability to understand and carry out oral and written instructions; ability to establish and maintain effective working relationships with others; ability to quickly and accurately make mathematical calculations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively both orally and in writing; mechanical aptitude; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a New York State registered or regionally accredited two-year college with an Associate's degree in engineering science, mechanical technology, mathematics or a related technical field **plus** three years of experience in one or a combination of the following:
- 1) field enforcement of weights and measures law; or
  - 2) repair or inspection of weights or measuring devices; or
  - 3) quality controlled package weighing and/or measuring; or
  - 4) laboratory-related work requiring precision weighing and measuring;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described above;
- OR: (C) An equivalent combination of the training and experience described in (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT:**

Possession of a valid driver's license.

CE5304

ADOPTED: 06/11/79 (Senior Asst. Sealer of Weights and Measures)

REVISED: 08/20/82

11/13/85 (Asst. Director of Weights and Measures)

04/13/90

07/01/91