



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **WEIGHTS AND MEASURES ADMINISTRATOR**
(Provisional* Appointment)

SALARY: \$73,375 - \$101,568 annually

LOCATION: Monroe County Department of Public Safety

JOB SUMMARY:

The Weights and Measures Administrator is employed in a civil division with a population in excess of one-hundred and fifty thousand (150,000) and is responsible for directing a program for the purpose of administering, supervising and enforcing the provision of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. Performs other duties as directed by the local governing body which may include services designed to aid and protect consumers. The Administrator has responsibility to take charge of, and safely keep the municipal standards as prescribed by statute, and supervises the maintenance of complete records of work performed by the agency. The Administrator exercises all the powers of a peace officer and has access to all places of business, buildings or premises to inspect, test and ascertain if weights and measures, weighing and measuring devices and systems and accessories are correct and being used correctly. The Administrator supervises subordinate assistants and employees as assigned. Although employed by the local legislative body, the Administrator is subject to the direction and supervision of the State Commissioner of Agriculture and Markets, and his/her authorized representatives. Duties include extensive local travel. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Satisfactory completion of twenty-four (24) semester credit hours in the physical sciences**, engineering sciences, electronic sciences***, mechanical technology and/or mathematics**** from a regionally accredited or New York registered college or university, AND two (2) years paid full-time field investigation experience requiring the evaluation of information and/or evidence to determine and make recommendations in regards to legal compliance; OR,
- (B) One (1) year paid full-time experience supervising personnel responsible for enforcing weights and measures laws and regulations, and inspecting and testing devices and packaged commodities; OR,
- (C) Three (3) years paid full-time experience inspecting and testing devices and packaged commodities, enforcing weights and measures laws and regulations.

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

***Electronic sciences does 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.

MINIMUM QUALIFICATIONS CONTINUED:

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

NOTE: Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements:

8-15 hours per week is ¼ time; 16-23 hours per week is ½ time; 24-31 hours per week is ¾ time; 32+ hours per week is full time.

Experience in (B) or (C) can be substituted for experience in (A) on a year-for-year basis.

Experience in (C) can be substituted for experience in (B) on the basis of one (1) year of (C) experience = four (4) months of (B) experience; experience in (B) can be substituted for the experience in (C) on the basis of four (4) months of (B) experience = one (1) year of (C) experience.

NOTE: The minimum qualifications for this position are mandated under Section 179 (17) of the New York State Agriculture and Markets Law.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC SAFETY
33 N. FITZHUGH STREET, RM 2123
ROCHESTER, NY 14614

Posting Date: June 3, 2025

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.