

***Cannabis Control Commission***  
***Job Description***

**Department:** Administration

**Reports to:** Executive Director

**Job Title:** Director of Government Affairs

**FLSA Status:** Exempt

**I. PURPOSE OF THE JOB**

Under the direction of the Executive Director, leads the government relations functions of the Commission and serves as a liaison across all levels of government.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- In collaboration with the Executive Director, Commissioners, and other senior staff, develop and manage strategy for strengthening relationships with local, state, regional, and federal officials—especially those who represent communities of disproportionate impact— and government agencies, and increase their understanding of and support of the Commission.
- Communicate and advocate the Commission’s priorities and mission to officials and staff.
- Monitor legislation and policy activities; update and advise the Executive Director, Commissioners, and senior staff about relevant proposals and actions, and analyze potential impacts on the work of the Commission.
- Monitor the Commonwealth’s budget development process and advocate for the Commission’s priorities.
- Coordinate government relations strategy with other relevant stakeholders, including the Executive Director and Commissioners.
- Develop a wide range of materials in support of the Commission’s work, including, but not limited to, legislative summaries, talking points, facts sheets, testimony, and letters.
- Provide technical assistance to the Executive Director and Commissioners on government relations issues.
- Assist with the development and implementation of special projects, including, but not limited to, legislative reports as required by law.

**III. OTHER DUTIES AND RESPONSIBILITIES**

- Work with the Executive Director and Commissioners to ensure open communication between local, state, regional, and federal agencies and staff.
- Attend meetings and hearings that directly impact the Commission, including state agency trainings.
- Draft and/or review responses to relevant correspondence.
- Perform related duties as assigned.

**IV. SUPERVISORY RESPONSIBILITIES**

- Direct daily supervision of Commission personnel may be required.

**V. KNOWLEDGE AND SKILLS**

- Knowledge of Commission’s mission, standards, and goals.
- Excellent management and communication skills, including strong writing skills.
- Analyzing, drafting, and interpreting legislation, policy, and budget documents.
- Strong interpersonal and organizational skills.

- Strong critical and strategic thinking.
- Strong computer skills (i.e., Word, Excel, Access).
- Preparing a variety of written communications such as testimony, fact sheets, and reports.
- Planning and organization skills.
- Ability to work independently, as well as with teams.
- Working with people from diverse cultural and ethnic backgrounds.

**VI. EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Political Science, Public Affairs, Public Relations, Communications, or related field from an accredited institution of higher education required; advanced degree preferred.
- Five years of experience working in government sector.

**Salary Range:** \$70,000 - \$80,000

**Benefits Package:**

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The Director of Government Affairs is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long-term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

**Commitment to Diversity:**

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

**Application Process and Deadline:**

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by e-mail no later than Friday, February 9, 2018. The application package should be submitted to:

[CannabisCommission@state.ma.us](mailto:CannabisCommission@state.ma.us)

Please include the position title in the subject line: Cannabis Control Commission Director of Government Affairs.

Submissions are due by 5:00 pm (e-mail) on February 9; late submissions may be considered solely at the discretion of the Commission.

**Notice of Required Background Check – Including Tax Compliance:**

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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