

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

**Job Title:** Executive Director

**Reports to:** Cannabis Control Commission Chair

**I. PURPOSE OF THE JOB**

To oversee and administer the daily operations of the Cannabis Control Commission and ensure that the Commission is fulfilling its statutory mandate efficiently and effectively.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Guiding and administering the Commission's internal operations, including organizational structure, internal policies, budget and personnel.
- Fostering the principles of the Commission's Mission Statement among the staff and all stakeholders.
- Attending all meetings of the Commission. **(SR)**
- Developing and executing the Commission's strategic plan. **(SR)**
- Appointing and employing appropriate Commission staff, consultants, agents and advisors including, but not limited to, Chief Financial and Accounting Officer; General Counsel; Chief Investigator; compliance and enforcement personnel; and administrative personnel. **(SR)**
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operations of the Commission.
- Working with the Department of Revenue, Comptroller and other relevant agencies to ensure that process and reporting requirements are being followed.
- Acting as the Commission's liaison to legislators, municipal public bodies and the general public.
- Assisting in the development and oversight of the Commission's budget in conjunction with the Chief Financial and Accounting Officer.
- Overseeing the review of all license applications.
- Maintaining communications with municipalities.
- Assisting in the development and execution of a multi-platform media strategy.
- Preparing the Commission's annual and biannual reports as required by statute.

**III. OTHER DUTIES AND RESPONSIBILITIES**

- Working with the Commission Chair on projects that are necessary to "stand up" the Commission and for the Commission to run effectively.
- Attending meetings that directly impact the Commission, including state agency trainings.
- Working with Commission IT personnel to select, procure and maintain in updated fashion appropriate computer systems, programming and mobile devices necessary for the Commission's operations.
- Reviewing and approving contracts for services in conjunction with Commission legal personnel.
- Drafting and/or reviewing responses to relevant correspondence.

- Drafting and/or reviewing all website content.
- Working with HR personnel to respond to and resolve employee concerns or conflicts.
- Developing administrative procedures and internal controls for the Commission that ensures the highest integrity and efficiency.
- Reviewing operations to assess performance against budget and statutory requirements and implementing corrective action as necessary.

IV. **SUPERVISORY RESPONSIBILITIES**

- Supervising investigators, licensing and compliance personnel and administrative staff.
- Coordinating the workload of the Commission to ensure timely processing and integration of processes.
- Developing and administering appropriate training for Commission staff, in conjunction with the HR Director, to ensure that all staff is competent and knowledgeable about regulations, policies and procedures pertaining to their job responsibilities and working to update the training as needed.
- Monitoring all work quality, review and enforcement policies and procedures.
- Running monthly staff meetings.

V. **EXPERIENCE AND SKILLS**

- Bachelor's degree from an accredited institution of higher education required; advanced degree preferred.
- Developed knowledge of the cannabis regulatory environment.
- Verifiable management experience, including a minimum of XX years of supervisory experience.
- Excellent management and communication skills, including strong writing skills.
- Experience in a regulatory agency or other regulatory compliance experience.
- Strong interpersonal and organizational skills.
- Strong computer skills (i.e., Word, Excel, Access).
- Knowledge of Commission's mission, standards and goals.