

Massachusetts Cannabis Control Commission
Job Posting

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 (“the Commission”); chair the Cannabis Advisory Board; 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.
- Developing and executing the Commission’s strategic plan.
- Acting as Chair of the Special Commission on Operating Under the Influence and Impaired Driving.
- Participating in the Working Group on Energy and Environmental Standards.
- 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; IT personnel; and administrative personnel.
- 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 regular 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 5 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.

Salary Range: Commensurate with experience.

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 Executive Director 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 the following application package:

1. Cover letter
2. Resume
3. Three (3) references with full contact information (phone, email)

The application package should be submitted **By email** with the **position title in the subject line:**

"Cannabis Control Commission Executive Director" to: CannabisCommission@state.ma.us

Deadline date: **October 3, 2017**. Submissions are due by 5:00 pm EST (e-mail) on October 3, 2017; late submissions may be considered solely at the discretion of the Commission.

Those candidates invited to interview will be contacted by the Cannabis Control Commission for this position on or about October 6, 2017.

Candidates invited to Executive Session interviews will need to be available for interview on October 11 or 12, 2017.

Any finalists for the position must be available to interview with the full Commission during a meeting open to the public on **October 17, 2017**.

Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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.