



CANNABIS PROGRAM MANAGER

Classification Specification

JOB SUMMARY:

Under administrative direction, implements the goals, strategies, policies and programmatic framework for the issuing of permits/licenses through the Mendocino County Cannabis Program. This position shall take the necessary steps to manage the County's Cannabis Cultivation and Facilities Programs, including evaluating the permitting/licensing of cannabis locations based on policies and guidelines, working with departments, developing and promoting a strong and compliant environment for cannabis, and work, with industry representatives across the county. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This at-will, single incumbent position is appointed by and reports to the Board of Supervisors exercising a high degree of responsibility and judgment, managing the day-to-day activities of the County's Cannabis Program. This position works closely with the Board, Cannabis Program Ad Hoc Committee and the Planning and Building Department.

SUPERVISION EXERCISED:

Exercises management-level supervision over subordinate supervisors, and support staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Implement the goals, strategies, policies and programmatic framework for the issuing of permits/licenses through the Cannabis Program Unit.
- Work closely with Board of Supervisors, CEO, County Counsel and various Department Heads to ensure the Board's cannabis priorities are appropriately communicated and implemented.
- Carry out supervisory/managerial responsibility in accordance with policies, procedures, and applicable laws, including: training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
- Evaluate the permitting/licensing of cannabis business locations and issue/deny/revoke licenses based on program guidelines.
- Review and update application forms for permittees/licensees.
- Develop and implement a system on County's website to communicate the number of permits/licenses issued and notifying the public as to whether applications for permits/licenses are being accepted.
- Oversee policies, procedures, rules, regulations, or fees necessary to implement and support the Cannabis Program.
- Coordinate and review the work of outside professional consultants and contract service providers.
- Work with community members, state, federal, and local departments, develop and promote a strong and compliant environment for cannabis cultivation across the County.
- Work with the Board of Supervisors, involved committees and commissions; attend and speak at public events on behalf of the Cannabis Program.
- Identify and implement strategic, short and long range planning and programmatic framework to achieve Cannabis Program goals.
- Create an annual action plan and identify continuous improvement recommendations for the overall plan.
- Provide leadership and serve as a subject-area expert on cannabis matters, providing technical advice and continuous coordination to other departments.
- Act as liaison to, and build strong relationships with, County officials, departments and the cannabis community, including non-profits and businesses, as well as entrepreneurial and civic/community groups, to maximize public safety.
- Make presentations to boards, the business community and other groups; facilitate and represent the Cannabis Program and the County at meetings with members of the business community and the general public.
- Develop qualitative and quantitative measures to monitor, ensure compliance, and evaluate Cannabis Programs.
- Perform various public relations activities, which may include development of promotional materials and press releases; guide education and outreach activities.
- Prepare and oversee preparation of project and program budgets and participate in preparation of Cannabis Program budgets.
- Manage and oversee the administration of the cannabis business tax (Mendocino County Code § 6.32).
- Provide seamless coordination with enforcement activities including audits, inspections, and/or prosecution.

- Review systems and procedures for security, inventory, and record keeping for the cannabis industry.
- Provide leadership and training activities to staff to meet goals and effectively expand their skill set.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Personal Computer or Terminal
- General Office Equipment
- Vehicle

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree from an accredited college or university in economics, business, finance, land use, or a closely related field and four (4) years of professional-level experience in a municipal or state regulatory environment with at least one (1) year performing supervisory duties and oversight of a program or unit.

Substitution- Additional years of supervisory or management-level experience may be substituted for up to two (2) years of the degree requirement on a year-for-year basis: Associate's degree in a field as stated above and six (6) years of qualifying experience as stated above that includes at least two (2) years performing supervisory duties and oversight of a program or unit.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of program administration, business, government regulation and resources.
- Principles of planning, including the general plan, zoning, and design review.
- Functions and relationships between private and public sector groups in the community.
- Laws pertaining to the Mendocino County Cannabis Program.
- State and local policies, laws, rules, and regulations relating to cannabis.
- Federal, State and local land-use regulatory agencies.
- California Environmental Quality Act (CEQA).
- Land-use planning principles, practices, and trends at the local level.
- Business development and marketing.
- Taxation.
- Codes and regulations covering rural, residential, and commercial development.
- Financial record keeping.
- Local government organizational structure, functions, and management.
- Uniform building, plumbing, mechanical and electrical codes.
- Bank Secrecy Act.
- Office procedures and practices, including preparation of correspondence, reports and filing.
- Record keeping procedures and practices.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of conflict resolution.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Presenting technical information clearly, concisely and in an interesting manner to technical committees, public officials, and the general public.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

- Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities:

- Apply unbiased judgment through the direction of the Cannabis Program ordinances.
- Read, interpret and apply zoning, environmental and building ordinances and related regulations, laws and other ordinances governing land use in an objective, accurate way.
- Negotiate difficult, highly technical and/or complicated transactions.
- Interpret and apply complex cannabis state and local policies, laws, rules, and regulations.
- Analyze problems and identify alternative solutions, project consequences of license actions and implement recommendations in support of goals.
- Stay abreast of medical findings regarding cannabis usage.
- Follow and identify legislation on recreational cannabis usage.
- Work effectively in time-sensitive situations to meet deadlines.
- Understand and follow oral and written instructions.
- Communicate clearly and effectively with the public in stressful situations.
- Establish and maintain effective working relationships with cannabis business and patient community, the general public, officials, and personnel of other agencies.
- Research regulations, procedures and/or technical reference materials relating to code enforcement.
- Take initiative in carrying out direction and in formulating creative solutions to problems.
- Review, analyze, and interpret data and metrics, set targets for success and monitor progress.
- Gather and evaluate facts and evidence and draw logical conclusions.
- Work well individually and as a member of a professional and technical team.
- Write clear, concise and comprehensive reports, correspondence, technical reports and program plans;
- Make detailed presentations on complex issues to internal and community groups and decision making committees, commissions and boards.
- Testify in administrative hearings and courts of law.
- Synthesize complex case issues, ordinances and legal requirements relative to cannabis license cases and make recommendations for departmental actions.
- Exercise sound independent judgment and demonstrate initiative and creativity, with minimal supervision.
- Plan, direct, supervise and evaluate the work of assigned staff and contract service providers.
- Evaluate and recommend changes to policies, practices, and procedures.
- Communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.
- While performing the essential functions of this job, the incumbent is regularly required to walk, sit, stoop, bend, reach, use hands to finger, handle, grasp, feel, or hold objects, reach with hands and arms, see, speak and hear.
- While performing the essential functions of this job the incumbent is frequently required to climb or balance, stoop, kneel, crouch, or crawl and lift and/or carry, push and/or pull, or move, above and below the neck, objects weighing up to 25 pounds.

Working Conditions:

While performing duties in the office environment, the incumbent has very little exposure to dirt or dust.

While performing duties in the field, the incumbent is frequently exposed to outdoor weather conditions, dust and dirt, and may work near moving mechanical parts, and toxic or caustic chemicals.

Incumbent's working conditions in the field are typically moderately quiet, but may be louder at times and at some locations.

Incumbent may work independently in remote locations.

Incumbent may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Cannabis Program Manager

CLASS CODE: 0201

DEPARTMENT: Cannabis Division currently under Planning and Building Services

REPORTS TO: Board of Supervisors

FLSA STATUS: E

CIVIL SERVICE: No

BARGAINING UNIT: Unrepresented

ADOPTED: December 2017; Rev. September 2018; Rev. February 2021

History Notes: