



**MAY 2020**

**FLSA: NON-EXEMPT**

## **PART-TIME CANNABIS COMPLIANCE LIAISON**

### **DEFINITION**

Under administrative direction of the Development Services Director, ensure cannabis businesses remain compliant at all times with City cannabis regulations and excise tax payments. The Liaison will provide direction to the Development Services Director in the area of the Cannabis industry, including but not limited to; Distribution, Cultivation, Dispensaries, Manufacturing, and Deliveries. Provides expert professional assistance to city management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Development Services Director. Exercises no supervision of staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manage the day-to-day operation of processing all cannabis related business applications.
- Guides and regulates all cannabis businesses in coordination with Federal, Bureau of Cannabis Control (State) and County/Regional agencies.
- Ability to attract new and expand/retain existing cannabis commercial businesses.
- Ability to provide small business development and workforce development services by providing resources and information for start-up cannabis businesses, job creation and training programs.
- Develop and revise Annual Cannabis Economic Impact Study and Cannabis Equity Assessment Report, and any other reports or documentation related to the City's Cannabis Industry.
- Implement and manage the City's Local Cannabis Equity Program.
- Attend seminars and training workshops related to the City's Cannabis industry.
- Develop marketing materials and attend conferences that promote the City's Cannabis industry.
- Assist with the procurement and management of cannabis related grant opportunities.
- Develop and maintain policies and procedures to prevent illegal, unethical or improper conduct.
- Conduct regular audits, inspections and site visits of current cannabis facilities.
- Develop or host Cannabis related workshops for the City's cannabis businesses.
- Monitors State and Federal legislation that impacts the City's cannabis industry.
- Researches and analyzes data that may cross departments and/or service agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Investigate and resolve compliance concerns, issues or violations.
- Keep up with regularly changing rules and regulations and ensure understanding and implementation throughout the City.
- Collaborate with management to compile compliance concerns, issues or violations.

- Confers with and represents the department and the City in meetings with members of the City Council, members of other boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Assist in the formation and in the future staffing of the City's Cannabis Commission.
- Monitors changes in laws, regulations and technology that may affect the City's operations.
- Implements policy and procedural changes as required.
- Performs duties of a disaster services worker in event of an emergency.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and procedures related to the development and implementation of a comprehensive cannabis compliance program.
- Principles, practices and procedures related to Municipalities and Public Agencies.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Computer applications and software programs related to planning and development.
- Applicable California laws, codes and regulations in all areas of cannabis development.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing and making presentations to various organizations and City representatives.
- Techniques for dealing with a variety of individuals from all cultural and ethnic backgrounds.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances to all levels of management, staff, public, Council and Commissions.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Ability to work with a multicultural workforce and apply social equity program practices and City services to diverse workforce.
- Applicable in California and Federal laws, codes and regulations in all areas of cannabis business and development.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Accounting, Economics, Public Policy, Urban/Regional Planning or closely related field. A Master's degree is not required but is highly desirable.

- Desired – technical training in zoning regulations, code compliance, with two (2) years of increasingly responsible municipal code compliance experience.

**Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Desired – Cannabis Professional Certificate from an accredited college or university.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; inspect various sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; and to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The job involves fieldwork requiring frequent walking and standing. Positions in this classification bend, stoop, kneel, climb, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.