



REQUEST FOR COUNCIL ACTION

AGENDA DATE: May 26, 2026

AGENDA ITEM: Consider approval of Cannabis Dispensary Manager job description and authorize Human Resources to post, advertise, and hire for this position.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City is currently exploring the development and operation of a municipal cannabis dispensary. As planning efforts continue, including facility design, operational logistics, regulatory compliance, and business planning, we have identified the need for specialized expertise to support these efforts.

To assist with implementation and long-term operational success, we are proposing the creation of a **Cannabis Dispensary Manager** position. Establishing this position during the planning phase would allow the selected individual to contribute directly to key decisions regarding dispensary operations, workflow development, inventory controls, security protocols, staffing models, licensing compliance, vendor relationships, and customer service expectations.

Given the highly regulated nature of the cannabis industry, early involvement from an experienced manager is intended to help ensure the City develops operational practices that align with state regulations, industry standards, and organizational goals. Additionally, incorporating operational expertise during the planning process may help identify efficiencies, mitigate risks, and support informed decision-making as the project progresses.

The proposed position is anticipated to transition from a planning and implementation role into ongoing management of dispensary operations upon opening. Responsibilities would include oversight of day-to-day operations, regulatory compliance, financial performance, staffing, inventory management, and strategic planning to support successful and sustainable dispensary operations.

This position is classified as a Grade 16, with a 2026 salary range of \$44.99 to \$61.64 per hour, and will report directly to the City Administrator.

We are also requesting authorization for Human Resources to begin the process of posting, advertising, and hiring for the Cannabis Dispensary Manager.

REQUESTED COUNCIL ACTION:

Consider approval of the proposed Cannabis Dispensary Manager job description and authorization to proceed with posting, advertising, and hiring.