

CANNABIS PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, directs, coordinates, implements, and oversees the County's cannabis licensing program, including the regulatory activities associated with enforcing local, state, and federal ordinances, codes and laws governing licensed cannabis cultivation, processing, distribution, testing, and manufacturing programs; supervises, assigns, reviews the work of subordinate staff and ensures work quality and adherence to policies and procedures; coordinates assigned activities with other divisions, departments, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This single-position management classification reports to the Director of Environmental Health or other higher-level personnel and oversees the cannabis licensing and inspection activities within the Department of Community Services. The incumbent serves as the principal program advisor to the Directors within the Department of Community Services regarding the development and implementation of policies, procedures, and systems to implement the cannabis licensing program. The incumbent verifies compliance with and enforcement of state and local laws, ordinances, and regulations pertaining to legalized cannabis activities; coordinates and oversees staff involved with inspection and enforcement of allowable cannabis licensed activities in the County; and participates in the development and implementation of new types of licensed cannabis programs.

This class is distinguished from the higher class of Director of Environmental Health in that the latter is an assistant department head level class responsible for all Environmental Health programs within the Department of Community Services. This class is further distinguished from the lower level class of Cannabis Inspector in that the incumbent in this class oversees planning, implementation, monitoring, and evaluation of the cannabis licensing program as well as supervises, evaluates, and trains subordinate personnel.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Plans, directs, coordinates, and participates in the development, implementation, and maintenance of the County cannabis licensing program, including licensing and licensee compliance, enforcement, and related activities.
- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of subordinate personnel to ensure work is performed accurately and consistently within agreed timelines; meets with staff to identify and resolve problems; advises staff in the interpretation and application of local and state codes to ensure compliance with established program policies, procedures, and related regulations.
- Participates in the selection, supervision, training, and evaluation of assigned staff; works with staff to correct deficiencies; recommends and/or implements discipline and termination procedures.

- Monitors and oversees compliance with local and state offices by coordinating regulatory and policy efforts, communicating, evaluating, and implementing best practices, and establishing collaborative relationships with state and federal agencies, external stakeholders, and the community.
- Researches, drafts, recommends, administers, and implements cannabis program guidelines, policies, and procedures for the systematic application of County Code and develops additional license processes associated with program expansion.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; and implements improvements.
- Coordinates resolution of difficult and complex licensing issues and code enforcement violations or concerns with local community members, property owners, and other public and private agencies, including complaints related to the cultivation and other licensed activities of cannabis.
- Responds to and resolves difficult, sensitive, and in-depth inquiries and/or complaints from the public, other agencies, and/or departments concerning program procedures or code enforcement regulations; maintains effective working relationships by appropriately explaining applicable codes, ordinances, policies, and procedures.
- Provides staff assistance to the Director of Environmental Health and other management staff, including conducting organizational studies and investigations; analyzing and summarizing program issues and providing recommendations on strategies and modifications to functional areas, policies, and procedures to resolve issues.
- Prepares and reviews cases submitted for legal action to include appropriate reports, correspondence, and other documentation; coordinates with stakeholders, including Sheriff's Office, County Counsel, and the District Attorney regarding potential enforcement proceedings and actions; testifies at court hearings and administrative proceedings.
- Attends and participates in professional group, regional or statewide committees, regulated community, and public meetings; assists in public presentations and community outreach; and stays abreast of new trends and innovations.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education: A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, public policy, land use planning, environmental studies, or closely related field; **AND**

Experience: Five (5) years of related experience performing regulatory enforcement and compliance functions in a state or local program in a public jurisdiction of which two (2) years must have been in a supervisory capacity.

License: This classification requires incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals

who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

KNOWLEDGE & ABILITY

Knowledge of:

- Principles of management and organizational theory and development including organizational design and effectiveness, strategic and long-term planning, business development, project management, and delegation of authority and accountability
- Principles and practices of personnel management including supervision, discipline, leadership, mentoring, and training
- Principles and practices of cannabis program site inspections and enforcement
- Plant species, particularly cannabis, for investigative purposes related to plant restrictions
- Applicable federal, state, and local laws, codes, and regulations regarding cannabis policy, licensing, and enforcement, including Yolo County Code
- Overall legislative and regulatory processes at all levels of government
- Land use and California Environmental Quality Act (CEQA)
- Principles of public administration, public policy, and public information
- Communication, negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results
- Principles and practices for data collection, data management, data evaluation, and reporting
- Principles and practices of effective customer service and public outreach
- Office procedures, methods, and equipment including personal computers and applicable software such as word processing, spreadsheets design, and other specialized applications typically found in a modern office and field environment
- English usage, spelling, grammar, and punctuation

Ability to:

- Evaluate and monitor the effectiveness of cannabis program policies and procedures; research, analyze, and evaluate problems and new service delivery methods; identify and project consequences of proposed actions; and implement improvements in support of goals
- Advocate for the County's interests at other levels of government
- Select, supervise, train, and evaluate assigned programs and personnel
- Read and interpret site plans, blueprints, conditions of approval, and related documents
- Manage competing interests while ensuring the public health and safety; meet deadlines and adjust to changing priorities
- Establish and maintain effective working relationships with people of diverse backgrounds, including subordinates, other division managers, and department heads

- Interpret, apply, and explain federal, state, and local policies, laws, and regulations
- Communicate and present ideas effectively and tactfully, verbally and in writing, with/to diverse groups, including professional staff, other County departments, elected officials, the media, and the public at large
- Understand the perspective, concerns, needs, and requests of customers

ENVIRONMENTAL & FUNCTIONAL FACTORS

The incumbent in this class will work inside and outside in various climatic conditions, including extreme heat and cold, on or near ladders and scaffolding, and will be exposed to varying levels of noise. The incumbent works alone or closely with others and should quickly, calmly, patiently, professionally, and effectively communicate and address a variety of stressful situations with stakeholders. The incumbent in this class may work closely with law enforcement staff and should be comfortable and confident when interacting with law enforcement. The incumbent, under very short notice, may be required to work irregular hours, off-shifts (nights and weekends), and holidays, and travel out of town to participate in regional or statewide meetings. Additionally, the incumbent will be required to work in and/or around strong cannabis odors that can remain persistent on clothing and residential, industrial, and rural areas with exposure to potentially hazardous materials such as fertilizers, oils, pesticides, and combustibles (i.e., gas, diesel fuel, etc.).

MEDICAL CLASS

This class requires the incumbent to stand or walk most of the time while bending, stooping, squatting, twisting, reaching, and working on irregular and uneven surfaces; frequently lift of objects up to twenty-five (25) pounds; and occasionally lift of objects up to fifty (50) pounds. Additionally, the position requires manual dexterity, visual acuity, color and depth perception, good hearing, and eye-hand coordination to use a variety of office equipment, transcribe observations, prepare inspection reports, read documents, and operate a motor vehicle.