

***Cannabis Control Commission
Job Description***

Department: Administration

Reports To: Executive Director

Job Title: Chief of Staff

FLSA Status: Exempt

I. PURPOSE OF THE JOB

The Chief of Staff serves as the Executive Director's principal aide and advisor and administers the operations of the Commission. The Chief of Staff provides leadership and supervision and manages a wide range of issues related to the Commission.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Fosters the principles of the Commission's mission statement among the staff and all stakeholders.
- Coordinates the execution of strategic initiatives and acts as the Commission's liaison.
- Assists the Executive Director in developing strategic plans, public engagement plans, and standard operational procedures.
- Supports the Executive Director in overseeing all Commission operations, including planning, scheduling, and administration of all Commission activities.
- Organizes, attends, and/or participates in special events and promotions advancing Commission activities.
- Maintains a keen understanding of industry trends and makes appropriate recommendations regarding communication and operations strategy surrounding them.
- Manages and oversees Commission programming and outreach

III. OTHER DUTIES AND RESPONSIBILITIES

- Works with and supports all senior staff in meeting the Commission's objectives and upholding the Commission's mission statement.
- Collaborates with senior staff and other state agencies to develop proactive programming consistent with the Commission's mission and statutory obligations, including public awareness and outreach campaigns.
- Coordinates, in collaboration with other senior staff, the development and deployment of the Commission's operating policies, including the development of the Commission's Code of Ethics.
- Maintain the highest standards of personal, professional and ethical conduct and support the Commission's goals for a diverse and culturally aware workforce.
- Performs related duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES

- Direct, daily supervision of Commission personnel required.

V. KNOWLEDGE AND SKILLS

- Excellent interpersonal skills necessary to establish and maintain positive working relationships.
- Strong leadership and supervisory skills with an emphasis on accountability, collaboration and creativity.

- Solid organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to effectively communicate with diverse constituencies.

VI. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Communications, Education, English, Management, Political Science, Public Policy or related area plus 5 years of experience in non-profit or public sectors; Advanced degree preferred;
- Experience in administration and management;
- Demonstrated ability to independently set priorities, plan, organize, coordinate and direct multiple, concurrent projects and complex tasks, coupled with the ability to develop and move strategic agendas forward and drive a high volume of work to completion.