

***Cannabis Control Commission  
Job Description***

**Department:** Licensing & Enforcement

**Reports To:** Executive Director

**Job Title:** Chief of Investigations and Enforcement

**FLSA Status:** Exempt

**I. PURPOSE OF THE JOB**

To oversee the investigations and enforcement division of the Cannabis Control Commission, which includes the evaluation of license applications and processes for marijuana establishments, conducting of background checks for establishments and agents as well as compliance with regulations relative to the operation of establishments in Massachusetts through enforcement and education.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Foster the principles of the Commission's Mission Statement among the staff and all stakeholders.
- Oversee the evaluation of applications and the licensing of marijuana establishments.
- Work with stakeholder groups to understand the licensing, compliance and enforcement process.
- Manage the activities of the Investigations and Enforcement Division, including supervision of any licensing, enforcement, paralegal and support personnel.
- Manage enforcement of the Commission's regulations and participating in investigations, inspections, enforcement, and education actions to ensure compliance with applicable laws, regulations and policies.
- Oversee the registration of marijuana establishment agents and laboratory agents, and the issuance of registration cards.
- Manage any vendor relationships relative to the provision of investigative services.
- Oversee the management and development of training materials and programs for investigators, Commission personnel, and external constituencies.
- Assist the Executive Director in responding to inquiries about licensing, investigations and enforcement.
- Attend, present at and represent the Commission at public meetings, hearings and other appearances.
- Assist the Executive Director in the establishment of employment and administrative policies and procedures.
- Assist the Executive Director in the drafting of statutorily required reports as needed.

**III. OTHER DUTIES AND RESPONSIBILITIES**

- Assist with the budget development process of the Commission.
- Refer incidents to law enforcement and public safety agencies, as needed.
- Collaborate with other state and local agencies, as well as external constituencies, to raise awareness of the Commonwealth's marijuana laws and regulations.
- Establish program goals to support divisional and Commission strategic goals and activities.
- Maintain the highest standards of personal, professional and ethical conduct and support the Commission's goals for a diverse and culturally aware workforce.
- Perform related duties as assigned.

**IV. SUPERVISORY RESPONSIBILITIES**

- Participating in the hiring of licensing and investigations staff, formation and operation of the Investigations and Enforcement Division.
- Direct daily supervision of Commission personnel.

**V. KNOWLEDGE AND SKILLS**

- Ability to manage and prioritize a high volume workload.
- Familiarity with background investigations, including complex financial investigations.
- Ability to work collaboratively with law enforcement agencies.
- Excellent written and oral communication skills.
- Proven problem-solving skills and sound judgment.
- Developed knowledge of the cannabis regulatory environment.
- Strong interpersonal and organizational skills.
- Knowledge of the Commission's mission, standards and goals.

**VI. EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Criminal Justice or related focus or equivalent experience required, Juris Doctorate from an ABA-accredited law school preferred.
- Verifiable management experience, including a minimum of 5 years of supervisory experience.
- Verifiable ability to develop stakeholder relationships.
- Experience in a regulatory agency or other compliance experience.
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