

Cannabis Control Commission
Job Description

Department: Administration

Reports to: Executive Director

Job Title: Executive Assistant

I. PURPOSE OF THE JOB

The Executive Assistant provides high-level administrative and secretarial support to the Executive Director and Commissioners in a setting that requires the ability to handle a range of tasks under pressure in a dynamic environment. The ideal candidate is highly self-motivated, detail-oriented and exercises good judgment in a variety of situations.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage scheduling for appointments, meetings and conference calls for Executive Director and Commissioners.
- Schedule and arrange logistics for the Commission's weekly public meetings.
- Prepares and briefs Executive Director and Commissioners on daily schedule.
- Coordinate travel plans for Executive Director and Commissioners.
- Maintain key internal and external contacts.
- Serves as liaison between the Executive Director, Commissioners, and Commission staff on logistical and scheduling matters.
- Perform key administrative duties, including telephone coverage.
- Work on special projects or tasks as assigned.

III. EDUCATION AND EXPERIENCE

- High school diploma or equivalent, Associate's degree or higher preferred.
- Minimum of 5 years of experience in a high-level administrative support position.
- Strong administrative and organizational skills, including attention to detail.
- Strong interpersonal skills and track record of relationship building.
- Proficiency in Microsoft Office.
- Excellent written and verbal communication skills.
- Ability to effectively prioritize and execute tasks while under pressure.
- Ability to contribute actively to a work environment that embraces diversity.
- Ability to accept personal responsibility for the quality and timeliness of work, and for meeting expectations.
- Ability to seek opportunities to resolve problems, achieve goals, or otherwise advance the Commission's mission.

Salary Range: \$50,000 - \$60,000