



**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CANNABIS COMMISSION**

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JOB VACANCY ANNOUNCEMENT

Announcement No. 22-001

POSITION TITLE: CNMI Cannabis Commission Executive Director

JOB STATUS: Full-time

SALARY: \$55,000.00 to \$70,000.00

LOCATION: Capitol Hill, Saipan

OPENING DATE: Thursday, June 30, 2022

CLOSING DATE: Thursday, July 14, 2022

About this position

The Executive Director is a full-time position under the direct guidance and supervision of the CNMI Cannabis Commission Board. The Executive Director is the head of the administration of the Commission, and provides leadership to the several divisions under the organizational structure of the Commission including the Commission's organization of work in a manner that ensures efficient and effective operation. The Executive Director provides general oversight of the marijuana licensees often providing consultation with applicants and other government agencies to ensure cannabis licensing requirements are being met according to the Cannabis Act and Commission policies and regulations. The Executive Director provides direct supervision and evaluates the performance of personnel under the Administrative Division, Permitting & Licensing Division, Investigations & Enforcement Division, and the Finance & Auditing Division.

Statutory qualifications

- A Bachelor's Degree from a United States accredited educational institution or equivalent, or four years work experience in the cannabis, agricultural or related industry;
- Five years work experience in a professional, administrative or management position in the government or private sectors;
- Good ethical and moral character;
- Must not have been convicted of a crime in any jurisdiction of the United States, or any foreign country carrying a minimum sentence of imprisonment of more than six months, excepting traffic offenses;
- Shall not have any interest, directly or indirectly, in any business under the jurisdiction of the Commission.

Desired qualifications

- Extensive supervisory and managerial experience preferably including state or federal experience overseeing regulatory and licensing operations;
- Demonstrated competency in written and oral presentations;
- Experience with drafting MOUs and/or MOAs to develop interagency partnerships that may effectuate the efficacy of the Commission's operations;
- Effective communication skills and the ability to work with people;
- Proficiency in the use of computer hardware and standard business software programs including, but not limited to, Microsoft Office Suite, and database management software;
- Experience and a thorough working knowledge demonstrating ability to work with legislative bodies collectively and individually to ensure compliance with legislation;
- Demonstrated ability to address and affect the legislative process on issues directly related to the Cannabis Act, and other legislative initiatives that could affect the Cannabis Act;
- Demonstrated experience in business consulting;
- Possession of a valid CNMI Driver's License.

Knowledge, skills, and abilities

- Speaking and presenting in a public setting;
- Effective communication and management of a team of individuals in support of the CNMI Cannabis Commission's mission;
- Contributes to a positive and professional working environment and relationship within the cannabis-stakeholder-related community while promoting a positive representation of the CNMI government;
- Has general knowledge or the ability to obtain knowledge on government procedures and policies to assist in the administration of the operations of the Commission;
- Proficient in the use of computer hardware and standard business software programs including Microsoft Office software and database management software.

Duties and responsibilities

- Oversees the regulation and licensing of all aspects of cannabis as regulated by the Commission;
- Oversees the inspection, audit, and investigation of licensees, and the development and implementation of secure tracking systems for licensees, and maintenance of all records of the Commission;
- Serves as the liaison to the Legislative, Judicial, and Executive branches of government on cannabis-related matters, as well as the primary media contact and chief spokesperson for the Commission;
- Responsible for the maintenance of yearly expenses of the Commission;
- Prepares yearly budgetary submissions to the Office of Management and Budget for Fiscal appropriation purposes;
- Provides consultation and educational outreach for public officials, public employees, and lobbyists on the application of the CNMI's cannabis laws;
- Oversees the complete and proper reporting of financial interest information and any other data required by CNMI Public Law 20-66 and Public Law 21-05;
- Terminates and/or hires staff necessary to carry out the purposes of the Commission;
- In the interim of the hiring of an Executive Assistant, serves as the secretary of the Commission Board, often providing copies of administrative rules, policies, procedures and meeting minutes of the Commission, as needed;
- Performs other duties as assigned.

Additional information

For full disclosure of any conflicts of interest, during the interview process, the applicant may be asked to disclose information of any relations the applicant may have to current and existing licensees.

How to apply

1. Submit a cover letter relating to your experience as outlined in the vacancy announcement;
2. A current resume;
3. The names and contact information including current telephone numbers of three references.

All application packets must be sealed and submitted no later than end of business day, Thursday, July 14, 2022 to:

Office of the CNMI Cannabis Commission
Attn: Chairman, CNMICC Board
Building #1341, Ascencion Court
Capitol Hill, Saipan, CNMI