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| Department: | Development Services |
| Bargaining Unit: | Mid-Management |
| Salary Range: | M-61 |
| Last Revision: | October 2017 |

CANNABIS AFFAIRS MANAGER

DEFINITION

Under direction of the Development Services Director, administers planning and cannabis permit processing activities of the City, and performs varied professional activities; directs, conducts and participates in long term compliance studies; manages the City's cannabis team and performs related work as required.

SUPERVISION EXERCISED

Receives administrative direction from the Development Services Director.

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.

Plan, organize, and participate multi-department activities related to Cannabis Affairs.

Prepare agenda items for the City Council, Planning Commission and other committees, commission and boards involved in regulatory permits, land use and development activities.

Prepare and administer the Cannabis Affairs operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Serve as a technical advisor to the Planning Commission, City Council, City Manager and other City Departments and civic groups on Cannabis Affairs and related areas.

If Necessary select, train, and evaluate personnel; establish and monitor employee performance

objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide recommendations for amending various elements in the City's Cannabis Codes, Rules and Regulations and code interpretations as needed.

Conduct audits and perform visual inspections of all cannabis facilities within the City of Hollister.

Direct the preparation of environmental impact evaluation on proposed projects.

Confer with Police Department and Development Services staff to review current and proposed projects.

Evaluate and respond to state legislation as it relates to Medical and Adult Use Cannabis.

Prepare comprehensive written reports for department action or other City boards, commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.

Conduct special studies and assignments; research complex problems; prepare a variety of comprehensive reports.

Confer with Cannabis Industry Representatives, other agencies and the general public in acquiring information and coordinating activities with City departments, City Manager, City Council and appropriate organizational units regarding Cannabis programs and regulations.

Monitor developments related to Cannabis; evaluate their impact upon City operations and recommend policy and procedural modifications.

Respond to and resolve difficult citizen inquiries and complaints. Plan, assign, direct and review the work of a staff of professional planners and clerical support staff.

Review applications for general plan and zone changes, subdivisions, variances, use permits, planned

Willingness to attend night meetings.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administration of the City's Municipal Code

Principles, practices and techniques of urban planning.

Principles of organization, administration, budget, and personnel management.

Basic supervisory principles and practices.

Zoning and General Plan principles and methods.

Economic forecasting and statistical research methods.

Environmental issues as related to the planning process, specifically, the California

Environmental Quality Act (CEQA).

Applicable local and State laws and regulations.

Skill to:

Plan, assign, direct and review the work of a professional staff and support staff.

Implement, interpret and explain complex policies, procedures, rules and regulations.

Conduct analytical studies, compile statistical and economic data, evaluate alternatives, and make sound recommendations.

Read and interpret maps and specifications.

Operate scales and other measuring equipment.

Operate modern office equipment including computer equipment.

Ability to:

Exercise sound independent judgment within policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the City effectively in meetings with others.

Prepare clear, concise and competent correspondence, reports and other written materials.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

2 years of responsible urban planning or municipal code interpretation experience.

Training:

Graduation from a four-year college with major course work in urban planning, public administration or field closely related to the work.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California drivers license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; ability to travel to different sites and locations.

Effective Date: October 16, 2017