



## CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | [ccb.vermont.gov](http://ccb.vermont.gov)

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THE CANNABIS CONTROL BOARD IS HIRING AN OPERATIONS DIRECTOR. PLEASE TAKE THE TIME TO REVIEW THE BELOW FREQUENTLY ASKED QUESTIONS PRIOR TO REACHING OUT TO STAFF.

### How do I apply?

All qualified applications must be submitted through the Department of Human Resources website:

<https://careers.vermont.gov/>

The CCB cannot accept applications outside of DHR's portal.

### What position is open at the CCB?

#### Operations Director

The Cannabis Control Board (CCB) is a new and growing agency seeking an [Operations Director](#) to provide general office oversight and executive level support, including budget development and high-level human resources functions. The ideal candidate will oversee the operational efficiency of this dynamic and growing agency. Superb communication, project management, and strategic planning skills are required. High-level of competency managing fiscal operations for administrative programs is required. Command of State of Vermont budget building tools and performance improvement tools is strongly preferred.

The Operations Director will supervise at least two other positions within the agency. Work is performed with a high level of independence under the general supervision of the CCB Executive Director.

### Should I call or email CCB to verify that my application and supporting materials are submitted?

No, CCB will reach out to applicants directly if we need materials related to your application

### When do the positions close?

December 1<sup>st</sup> is the deadline to apply for this position.

### Who do I contact if I have questions about completing my application?

The Department of Human Resources is available to assist with any questions about submitting your application. 802 828-6700, option 1.

### When will I know more about my application status?

All applicants can follow their submission on the Department of Human Resources application portal.

### **Are there opportunities for remote work?**

Duties are largely performed in a standard office setting. Opportunities for some remote work may be available.

### **Is this a full-time position?**

Yes, this position is full time.

### **What is the hourly pay for these positions?**

This position pays \$33.60 per hour, and follows the standard compensation chart for classified employees in the State of Vermont system. More information on State of Vermont employee compensation may be found below:

<https://humanresources.vermont.gov/compensation/pay-charts>

### **How will I know if I have an interview?**

CCB will contact all applicants directly for an interview after the application deadline (December 1, 2022).

### **If I'm chosen to interview, can I do opt for a remote interview?**

Both remote and in-person interviews options are available. In-person interviews will occur at the CCB office at 89 Main Street, Montpelier, VT (City Center building, third floor). Remote interviews will be via Microsoft Teams.

### **Do I need to send the CCB anything that is not required in the application?**

No, CCB will make requests for additional information directly to applicants as needed.

