



CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | ccb.vermont.gov

THE CANNABIS CONTROL BOARD IS HIRING FOR THE POSITION OF DEPUTY LICENSING 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 positions are open at the CCB?

Deputy Licensing Director

The Cannabis Control Board (CCB) is recruiting for a motivated individual to join our collaborative and dedicated team in the role of Deputy Licensing Director. You will coordinate the day to day administrative and technical work of the adult-use regulatory programs run by the CCB, including cannabis, hemp, and product registration. You will operate with considerable independence, reporting directly to the CCB Director of Licensing, and be responsible for mission critical tasks such as certification of the licensing of Cannabis Establishments and registration of cannabis products for retail sale. You will also resolve licensing and licensing technology issues as needed, develop policies and protocols to adapt the agency's programs to legislative and regulatory directives, and prepare data reports for Board meetings and the public.

Other tasks include developing training materials and programs for Board staff and external stakeholders. This role will oversee all aspects of licensing Cannabis Establishments and vetting Cannabis Establishment Agents for registration with the Board. Cannabis Establishments shall include: cultivation, wholesale, manufacturing, retail, testing laboratory, and integrated operations. New license types will likely be added over time.

Advanced knowledge with licensing processes, along with the ability to analyze, interpret and evaluate technology problems, is essential. The CCB is a small agency with a big mission; becoming a member of this team requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced and collegial in-person office environment in downtown Montpelier. This position is eligible to telework up to two days per week.

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 does the position close?

Applicants must submit requested materials to the Department of Human Resources by June 21, 2023.

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. This position is eligible to telework for up to two days per week.

Is this a full-time position?

Yes.

What is the hourly pay for this position?

This position pays \$31.70 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?

Applicants will be contacted directly by the CCB after the application window closes on June 21, 2023.

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.

