

New Mexico Regulation and Licensing Department

Cannabis Control Division

Division Director

Position Description: This position works under general direction with a high level of autonomy, utilizing extensive knowledge and skills obtained through education and experience, to provide strategic direction and overall management of the Cannabis Control Division (CCD). The CCD is a division of the New Mexico Regulation and Licensing Department (RLD) that licenses and regulates commercial and medical cannabis, with the exception of the medical cannabis registry program. The Division Director works with other members of the RLD leadership team to determine strategic direction and develop tactical plans for the Department. The Division Director also works with the Cannabis Regulatory Advisory Committee and other members of the CCD management team to determine strategic direction and develop tactical plans for the division. Completes complex assignments with substantial latitude for autonomous actions and decisions. Provides comprehensive solutions to complex problems or needs. Extensive contact with various professional associations, other state regulatory and law enforcement agencies and elected officials is required to perform the functions of this position.

Essential Duties and Responsibilities:

- Serves as the leader of the CCD. This position works with the Cannabis Regulatory Advisory Committee and CCD management teams, to develop goals and initiatives to achieve strategic vision.
- Establishes and maintains administrative support procedures for CCD staff in conjunction with other members of the RLD and CCD management teams.
- Coaches, mentors, and develops staff, including overseeing new employee onboarding and training, and provides ongoing career development planning and opportunities for all staff.
- Fosters a spirit of teamwork and unity among division and department team members that allows for disagreement over ideas, conflict and expeditious conflict resolution, and an appreciation both of and for diversity, cohesiveness, and mutual support that enables the division and each employee to succeed.
- Plans and allocates resources to effectively staff and accomplish the work to meet CCD productivity and performance goals, including critical and continual involvement in the development, implementation and monitoring of the division's operational budget as well as all of the division's employee staffing.
- Consciously creates a professional workplace culture that is consistent, and that emphasizes the identified mission, vision, guiding principles, and values of the Department.

- Provides supervision and active oversight of rulemaking, licensing, inspection of licensees, investigation of complaints, and enforcement actions based on existing laws, statutes, rules, and supervisory guidance.
- Prepares Financial Impact Reports (FIRs) and bill analysis on legislative bills that may impact RLD and CCD, either directly or indirectly.
- Provides leadership and educational opportunities for various work teams within CCD.
- Plans, assigns, monitors, and manages the work of direct reports, which may include, but not be limited to, deputy director(s) and division legal staff.
- Contributes to development of organizational goals and provides leadership for implementation of legal requirements, achieving assigned goals and managing costs prudently.
- Maintains accurate records in database for licensing, financial management, customer service, reports, and other supervisory records.
- Performs other duties and responsibilities as assigned by the Superintendent of the RLD.

Please submit all resumes and questions regarding this position to Jennifer Vigil at Jennifer.Vigil@rld.nm.gov