



COLORADO

Gov. John Hickenlooper

Office of Marijuana Coordination

Position: Deputy Director of Marijuana Coordination

The **mission** for the deputy director is to aid the director, however needed, in ensuring the efficient and effective implementation of Colorado's recreational and medical marijuana laws - and the state's education, prevention, and treatment efforts.

Measurable **outcomes** include:

- **Staffing the Director of Marijuana Coordination.** The deputy schedules, briefs, and provides talking points for the director. To succeed, the deputy will follow up on all scheduling requests from or for the director within 24 hours of receipt and will provide briefs and talking points to the director one work day prior to all events for which the director requests such materials.
- **Staffing the Office of Marijuana Coordination.** The deputy confirms meeting attendance, sets agendas, and brings appropriate materials. To succeed, the deputy will proactively prepare for every scheduled meeting three workdays prior and send agendas and meeting materials out to participants 24 hours prior to Marijuana Working Group meetings, stakeholder meetings, cabinet meetings, and staff meetings with three or more attendees.
- **Writing memos.** The deputy will, at the request of the director, write memos on critical issues with a deadline set by the director. In some cases, the deputy will reach out to relevant staff to get needed answers in a timely fashion. To succeed, the deputy will produce up to five completed memos a week, on time. A memo is completed when there is no further feedback from the director.
- **Meeting with concerned stakeholders.** The deputy will listen to and respect external stakeholders and forward proper takeaways to relevant staff across state agencies. To succeed, the deputy will hold up to five meetings a week with concerned stakeholders, follow up appropriately with internal staff, and communicate back to the stakeholder within three workdays.
- **Meeting/communicating with Governor's and departmental staff.** At the direction of the director, the deputy will meet with staff and develop clear action steps. To succeed, the deputy will hold up to 20 meetings a week with staff members for specific objectives. The deputy will assign appropriate action steps and track completion of these steps.
- **Monitor all marijuana legislation.** The deputy shall closely track all pieces of Colorado legislation pertaining to marijuana and industrial hemp. To succeed, the deputy shall highlight and brief the director on major policy developments, disagreements, and points of consensus within the General Assembly on marijuana during each stage of the legislative process. The deputy is expected to develop an expert knowledge of any and all marijuana legislation - and an ability to speak and write with expertise about that legislation for any audience.
- **Coordinate marijuana communications across state agencies.** At the direction of the director, the deputy shall work closely with the governor's deputy communications director to ensure periodic updates to the office's communications plan and talking points. The deputy shall also write the first draft of talking points for the director and the governor.



Job *requirements* include:

- Top-notch organizational skills necessary to deal with large amounts of information and a high volume of scheduling requests.
- Proven ability to recognize and prioritize urgent matters.
- Proven ability to be a good communicator and listener - able to listen to criticism, new ideas, and concerns without getting defensive. Able to show respect to all types of stakeholders and follow up appropriately.
- Proven ability to be proactive and honest about upcoming challenges and opportunities. Recognize deadlines, meetings, media moments, and help prepare the office with appropriate information, scheduling, and communication to other staff.
- Potential ability to reach out to diverse stakeholders and engage them in discussion including marijuana legalization advocates and opponents, the marijuana industry, financial institutions, federal, state and local government officials and regulators, law enforcement and other public safety officials, policymakers, legislators, public health officials, healthcare providers, educators and consumers.
- Proven ability to treat divisive issues with a professional neutrality and distance.

Critical *competencies* include:

- ✓ Organization and planning
- ✓ Follow-through on commitments
- ✓ Proactive engagement on difficult and/or time-sensitive issues
- ✓ Enthusiasm - optimism that Colorado's social experiment with marijuana can be effectively and efficiently implemented in a way that promotes the health and safety of the people of Colorado.
- ✓ A belief in customer service - and that Colorado's taxpayers and state employees are customers.
- ✓ Listening skills
- ✓ Attention to detail
- ✓ Integrity & honesty
- ✓ A "whatever-it-takes" work ethic
- ✓ Sense of urgency
- ✓ Collaborative team player

How to Apply

Please send a cover letter & resume to J. Skyler McKinley (John.McKinley@state.co.us), outgoing deputy director of marijuana coordination, by **November 18** with the subject line **"Deputy Director Application Materials."**