

State of Washington
Liquor and Cannabis Board
invites applications for the position of:
Chief of Enforcement and Education (EMS4)
Olympia, 2020 - 06072

careers.wa.gov
Working for Washington State

SALARY: \$110,000.00 - \$126,000.00 Annually

OPENING DATE: 09/29/20

CLOSING DATE: Continuous

DESCRIPTION:



WSLCB Vision

Safe communities for Washington State

Mission

Promote public safety and trust through fair administration and enforcement of liquor, tobacco, cannabis and vapor laws.



CHIEF OF ENFORCEMENT & EDUCATION (EMS Band 4)

This position is an [Exempt Management Service](#) (EMS) Band 4 employment opportunity. First review of applications will begin October 12, 2020.

Who we are

The mission of the [Washington State Liquor and Cannabis Board](#) (WSLCB) is to promote public safety and trust through fair administration and enforcement of liquor, cannabis, tobacco, and vapor laws. At the WSLCB, we pride ourselves on creating the "wow" factor in everything we do. We search for people who demonstrate a strong work ethic, excellence in customer service, partnering and teamwork, and quality performance. We strive to be a great place to work by fostering a safe, open, inclusive and healthy work environment. We want to ensure that our organization is as diverse and inclusive as our great State of Washington. We want to create a culture that fosters excellence in customer service, open and honest communication, transparency and accountability, data driven decisions, and business initiated process improvement.

Your opportunity at a glance

The Washington State Liquor and Cannabis Board (WSLCB) is accepting applications for a Chief of Enforcement and Education (EMS 4) opportunity.

As the Chief of Enforcement and Education, you will offer strategic direction and oversight for the division responsible for liquor, cannabis, tobacco, and vapor product enforcement in Washington State. You will also champion a culture of low-level intervention and assistance with licensees to achieve voluntary compliance wherever possible. In this position, you will oversee enforcement and education activities at over 18,500 liquor licensees, 6,500 tobacco licensees, 1,900 cannabis licensees, and 4,100

vapor product licensees. Your position will supervise 7 direct reports and have oversight of 173 commissioned and non-commissioned enforcement staff assigned throughout the state.

In addition, your enforcement responsibilities will include managing the state's Tobacco Tax Enforcement program, coordinating with local law enforcement regarding unlicensed locations, and overseeing contracts with collaborating federal programs, such as Food and Drug Administration (FDA) and Federal Bureau of Alcohol Tobacco and Firearms (ATF). Finally, you will be responsible for developing statewide enforcement policy, legislation, and administrative rules for licensees.

The Enforcement and Education Division is headquartered in Olympia and has eleven field offices and one evidence facility located across the state. The WSLCB Enforcement and Education division is committed to integrity, honesty, dedication, a commitment to serve, and public trust. To learn more about the Enforcement and Education division, click [here](#) or follow us on our [WSLCB YouTube Channel](#).

WSLCB provides a modern work environment and excellent benefits including:

- Training and career development programs
- Tuition reimbursement
- Flexible work schedules
- Telecommuting opportunities
- Generous wellness program
- Onsite exercise facility
- Active and engaging diversity program
- Infant at Work program.
- Organization's commitment to your personal health and well-being.
- Work/life balance.
- Free parking
- A comprehensive [benefits package](#).

DUTIES:

Position Profile

Reporting directly to the Agency Director, your position will provide frequent input to the Agency Director, Deputy Director and three Board Members on policy considerations, needs, and impacts. The breadth, depth, and highly fluid environment of your position will require advanced leadership, management, and technical skills. You will be engaging with a wide variety of professionals as well as other agencies, constituent groups, and community organizations. Additionally, this position will develop strategic direction and vision for the Enforcement and Education division, and promote workforce diversity, equity, and inclusion.

Some of your primary responsibilities include:

- Provide strategic leadership to the Enforcement and Education Division in all aspects of its operations and administration.
- Supervise 7 direct reports and responsible for 173 FTEs. This should include mentoring division management, and engaging in succession planning.
- Develop the division's strategic plan, biennial budget, and annual performance objectives.
- Write division decision packages and budget requests.
- Create and maintain programs, policies, and procedures relevant to achieving agency and divisional success. Provide policy expertise on alcohol, cannabis, tobacco, and vapor product enforcement issues.
- Meet with legislative members and governor's office staff regarding law changes and statewide policy implications. Testify before legislative committees concerning proposed bills.
- Represent the Board in the hearing and violation settlement process; review and approve settlements under the delegated authority from the Board.
- Oversee the division's Continuity of Operations Plan, including emergency response at the request of Washington State Patrol.

QUALIFICATIONS:

CANDIDATE PROFILE

WSLCB is seeking candidates with strong and effective leadership skills that have knowledge and ability to foster a culture of collaboration, innovation, and vision. Effective communication skills and a demonstrated ability to build relationships with law enforcement, labor organizations, stakeholders, tribal representatives, media, legislators, licensees, citizens, and other stakeholders will be fundamental to success in this role. Additionally, the ideal candidate will be a communicative, confident, and collaborative leader with political acumen familiar with managing a law enforcement agency.

REQUIRED QUALIFICATIONS

A Bachelor's degree in Criminal Justice, Sociology, Business Administration, or closely related field and four (4) years of experience supervising staff at a management level. Experience may substitute on a year for year basis for education.

In addition to the required qualifications, the candidates must have a clear understanding and effective, demonstrated skills in the following:

- Written and oral communications
- State's budget process
- State's legislative process
- Advance management principles to coach, direct and motivate a diverse staff
- Demonstrated knowledge of personnel policies, labor agreements, and merit system rules
- Negotiation and facilitation
- Strategic and visionary planning

DESIRED QUALIFICATIONS

- Leadership certifications from Washington State Criminal Justice Training Commission, to include first line and middle management and executive law enforcement.
- Demonstrated skills and understanding of enforcement issues, policies, tactics, and RCWs and WACs governing criminal regulatory enforcement operations.

CONDITIONS OF EMPLOYMENT

- Must pass a criminal and financial background check
- May be subject to a pre-employment law enforcement polygraph and psychological testing

SUPPLEMENTAL INFORMATION:

HOW TO APPLY - Click "Apply" to submit and online application along with the required attachments. To be directed to our jobs page, click [here](#).

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY TO ENSURE YOU HAVE SUBMITTED THE REQUIRED MATERIALS TO BE CONSIDERED.

IMPORTANT: To be considered for this position, you MUST include the following, failure to do so will result in your application not considered:

1. Current comprehensive and chronological resume
2. Cover letter detailing your experience and why you are interested in working for the Liquor and Cannabis Board.
3. Three professional references to include a current or recent supervisor with valid email addresses and phone numbers.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the

position.

Other

Applicants for employment with the Washington State Liquor and Cannabis Board should also be aware of RCW 66.08.080, which states in part: "No employee of the board shall have any interest, directly or indirectly, in the manufacture of liquor sold under this title, or derive any profit or remuneration from the sale of liquor, other than the salary or wages payable to him in respect of his office or position, and shall receive no gratuity from any person in connection with such business."

RCW 69.50.351, no member of the state liquor and cannabis board and no employee of the state liquor and cannabis board shall have any interest, directly or indirectly, in the producing, processing, or sale of marijuana, useable marijuana, or marijuana-infused products, or derive any profit or remuneration from the sale of marijuana, useable marijuana, or marijuana-infused products other than the salary or wages payable to him or her in respect of his or her office or position, and shall receive no gratuity from any person in connection with the business

WSLCB is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, diversity, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

For questions about this recruitment, or to request reasonable accommodation in the application process, please email hrjobs@liq.wa.gov or call (360) 664.1636. For TTY service, please call the [Washington Relay Service](#) at 7-1-1 or 1-800-833-6384.



Chief of Enforcement and Education (EMS4) Olympia, 2020 - 06072 Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of education?
 - High school diploma or GED
 - Bachelor's Degree
 - Law Degree
 - Master's Degree or higher
 - I do not have any of the above
- * 2. Which of the following best describes the focus of your degree?
 - Criminal Justice
 - Sociology
 - Business Administration
 - Closely related field
 - Non-related field
 - None of the above
- * 3. Which of the following best describes your months of experience supervising staff at a managing level?
 - Less than 12 months
 - 12 - 23 months
 - 24 - 35 months
 - 36 - 47 months
 - 48 - 59 months
 - 60 or more months
 - I do not have this experience

- * 4. In support of the question above, briefly describe your experience managing and/or supervising staff in a diverse, customer focused environment. If you do not have this experience, type N/A.

 - * 5. This recruitment allows for additional experience to be substituted on a year for year basis for education. Do you meet this substitution?
 - Yes
 - No

 - * 6. If you selected "Yes" from the question above, articulate what additional qualifying experience you have and how you believe it is equivalent to education. If this does not apply, type N/A.

 - * 7. Please select all that apply from the list below. I have knowledge and/or experience with the following:
 - Legislative testimony
 - State's budget process
 - State's legislative process
 - Enforcement issues, policies, and tactics
 - Large presentations before a group of 10 or more
 - Small presentations before a group of less than 10
 - None of the above

 - * 8. Select any of the following leadership certifications from Washington State Criminal Justice Training Commission that you hold:
 - First Level Certification
 - Middle Manager Certification
 - Executive Level Certification
 - None of the above

 - * 9. Please list any other related certifications you hold.

 - * 10. Are you a current WSLCB employee?
 - Yes
 - No

 - * 11. How did you first learn about this job posting?
 - Careers.wa.gov
 - WSLCB website
 - WorkSource
 - Indeed
 - Monster.com
 - GovernmentJobs.com
 - WSLCB employee
 - Veterans related job board
 - Family Member or friend
- * Required Question