

Apply for Job

Job ID	31204	Full/Part Time	Full-Time
Location	899 N. Capitol Street NE	Regular/Temporary	Regular
Date Opened	12/19/2025	Area of Consideration	Agency
Date Closed	12/29/2025	Agency	Alcoholic Beverage and Cannabi
Minimum Rate	\$74,893.00	Grade	11
Maximum Rate	\$96,547.00	Bargaining Unit	1_2
Target Openings	1	Type of Appointment	Career Service - Reg Appt
Available Openings	1		

☆ Add to Favorite Jobs

✉ Email this Job

👤 Refer Friend

General Job Information

JOB SUMMARY

The position is located in the Alcoholic Beverage and Cannabis Administration (ABCA), Licensing Division, Medical Cannabis Program (MCP).

The incumbent serves as a Licensing Specialist responsible for carrying out a range of licensing actions which involves assisting applicants with the application process; analyzing, and approving applications; interacting one-on-one with professionals via telephone calls, electronically, and/or face-to-face; and communicating with regulatory organizations.

DUTIES AND RESPONSIBILITIES

The incumbent will research, analyze, and apply relevant laws, regulations, and ABCA MCP policies on complex issues to specific cannabis license applications. Reviews and approves licensure applications of medical professionals in a timely manner in accordance with the relevant statutes, regulations, and board policy of the Alcoholic Beverage Control Board (Board). Prepares and conducts presentations at orientation for new licensees and the general public. Prepares and conducts other presentations, seminars, and meetings with other District government agencies and the general public. Trains and mentors Licensing Specialists regarding reviewing and processing non-complex cannabis license applications. Research, reviews, and analyzes an applicant for a cannabis license's prior history of violating the District's cannabis laws and regulations as well as any criminal convictions. Reviews the application and supporting documentation and ensures the application complies with District Laws, ABRA and MCP policies, procedures and regulations. Prepares files for submission to the ABC Board for approval.

Performs assessments of the processing of licenses, permits, and endorsements under existing policies and procedures as well as proposed operational changes. Ensures the feasibility of existing or proposed policies and procedures and makes appropriate recommendations to the supervisor for changes. In conjunction with the supervisor, develops and recommends new policies and procedures as well as strategies for implementation by the Licensing Division. Responsible for working on special projects, including annual renewals. Advises and provides relevant information to licensees, attorneys, designated representatives, Advisory Neighborhood Commissions, and the general public as it relates to the District of Columbia cannabis laws, regulations, ABC Board Orders, and departmental policies and procedures. Advises and explains specific license, permit, or endorsement requirements, identifies and resolves discrepancies individuals may have on their license, permit, or endorsement application, and responds to applicants, Advisory Neighborhood Commissioners, and the general public regarding compliance with the District's MCP licensing requirements. Maintains files and updates licensing requirements. Maintains files and updates licensing information in MCP Software (Premise) for a variety of licenses, permits or endorsements. Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION

This position requires at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants must possess a High School Diploma.

LICENSE AND CERTIFICATION

None

WORK ENVIRONMENT

The work is primarily performed in ABCA's office, which is adequately heated, lighted, and ventilated.

Physical Demands: The work is primarily sedentary. However, requires the incumbent to perform frequent light lifting, bending, stooping, standing, and walking.

OTHER SIGNIFICANT FACTS

Tour of Duty: This position requires the incumbent to work the operating standard tour of duty.

Pay Plan, Series and Grade: CS-0301-11

Promotional Potential: This position is advertised as a Grade 11 and has no known promotion potential.

Duration of Appointment: Career Service Permanent

Collective Bargaining Unit: This position is in a collective bargaining unit represented by AFSCME Council 20 Local 2743 and you may be required to pay an agency service fee through direct payroll deduction.

Residency Requirements: Applicants claiming "Residency Preference" will be required to maintain residency in the District of Columbia for a minimum of seven (7) years. Failure to do so may result in forfeiture of employment.

Position Designation: The position has been deemed security-sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.