



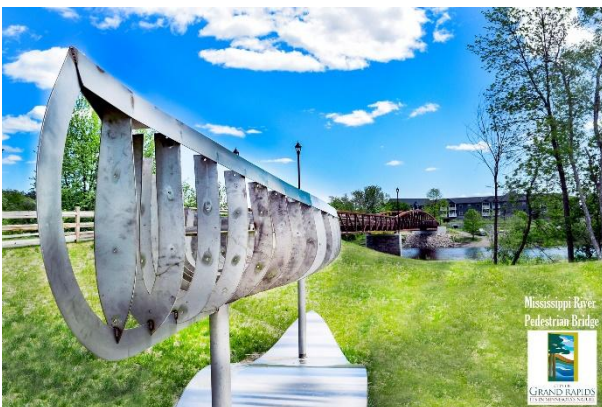
Open Position: Cannabis Dispensary Manager

The City of Grand Rapids, Minnesota, invites you to apply for the position of **Cannabis Dispensary Manager**.

ABOUT OUR CITY: Grand Rapids is a small town with lots of charm and surrounded by Minnesota's nature, located in Itasca County, Minnesota. This rural up north destination is a picturesque area that has been a favorite for many years. Grand Rapids is close enough to be convenient, but just far enough to provide a real escape. You will find abundant outdoor adventures, scenic beauty, preserved heritage, and vibrant arts and entertainment. If you're seeking a small-town feel with access to outdoor recreation, a strong sense of community, and affordable living, Grand Rapids, MN is for you.



ABOUT THE CITY OF GRAND RAPIDS: Growth and development for the City is projected over the next several years based on recent approvals to the City's Comprehensive Plan that permits the introduction of municipal services for a portion of the community. The current population is approximately 11,271. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a full range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, and others.



Grand Rapids. Inspired by Nature.

JOB SUMMARY: The **Cannabis Dispensary Manager** is responsible for coordinating and supervising the daily operations of the cannabis store, including operations, sales, physical plant, and personnel. Work is performed under the moderate supervision of the City Administrator.

Cannabis Dispensary Manager
City of Grand Rapids, MN

ESSENTIAL FUNCTIONS: The **Cannabis Dispensary Manager** will oversee daily operations of the cannabis store, including inventory management, cash handling, shift coverage, and ensuring service excellence. Perform inventory management functions, such as product ordering, monitoring the inventory of cannabis product, and setting pricing to ensure profitability. Perform retail operations, such as operate and maintain the POS system. Reconcile sales to receipts, prepare bank statements, and submit daily cash and media. Train and educate customer service staff, salespeople, and security staff.



POSITION EXPECTATIONS: The **Cannabis Dispensary Manager** will keep informed on industry practices and improved merchandising techniques. Keep informed of market conditions. Monitor and ensure compliance with city ordinances, relevant statutes, and state regulations regarding the sale of cannabis. Maintain strong product knowledge of store inventory. Tabulate monthly merchandise purchases. Assists in developing an operating plan and budget. Must be able to work with minimal supervision, independently, and confidentially.

KNOWLEDGE, SKILLS, AND ABILITIES: Qualified applicants will have a high school diploma or equivalent. Ganjier Product Specialist Certification, or ability to obtain certification within 6 months of hiring. Three years employment experience in the cannabis industry. Two years

direct supervisory experience of three or more employees. Ability to obtain MN Cannabis Worker Registration/License and eligibility to work in a licensed cannabis facility. Knowledge and experience in promoting and selling cannabis products.

Knowledge of cannabis laws, regulations, and compliance requirements. Strong leadership, supervision, and team development skills. Experience with inventory systems and POS platforms. Financial management and reporting skills. Ability to interpret and apply laws, regulations, and policies. Strong communication and conflict resolution skills. Ability to maintain confidentiality and exercise sound judgement.

Please see the job description on our website at <https://cityofgrandrapidsmn.com/jobs> for a full understanding of the requirements of the position and a complete listing of duties.

SALARY RANGE: Check out our competitive salary! The 2026 salary range for the **Cannabis Dispensary Manager** is **\$93,580 to \$128,223**. The City of Grand Rapids provides an excellent and comprehensive benefits package, including 100% employer paid premium for health, dental, and vision insurance, life insurance, PERA pension, deferred compensation, and tuition reimbursement.

APPLICATION PROCESS: Applicants should submit a letter of interest, resume, transcripts, certifications, if any, and a City of Grand Rapids employment application to Chery Pierzina, Human Resources Officer at cpierzina@grandrapidsmn.gov.

This position will remain open until Friday, June 26, 2026, at noon.

We are an Equal Opportunity Employer committed to diversity and strongly encourage applications from candidates of all backgrounds.