

JOB DESCRIPTION

DIRECTOR

STATE OF ALABAMA ETHICS COMMISSION

ORGANIZATION: The Alabama Ethics Commission was established by state law in 1973 (Code of Alabama, Section 36-25-3). It is made up of five citizen commissioners, appointed by the Governor, the Lieutenant Governor, or in the absence of a Lieutenant Governor, the Presiding Officer of the Senate, and the Speaker of the House of Representatives. The Ethics Commission appointments are also subject to Senate confirmation. The mission of the Ethics Commission is to monitor ethical behavior of municipal, county, and state public officials and employees. The law states that it is essential for public officials and employees to be independent and impartial and that no public office should be used for private gain.

POSITION: The Director, along with the Commission, is responsible for the impartial, uniform and effective enforcement of the Alabama Ethics Law. The Director reports to and serves at the pleasure of the Commission. The Director of the Alabama Ethics Commission is responsible for the overall operation of the Ethics Commission and directs all investigative, advisory, reporting, enforcement, administrative, financial, and educational responsibilities of the Commission as set forth in the Alabama Ethics Law. The Director manages complex legal, prosecutorial, and administrative work in planning, organizing, and directing the activities of the Commission. The position requires some travel, public speaking, and participation in appropriate state, regional, and national forums and organizations.

DUTIES AND RESPONSIBILITIES

The Director shall appoint and manage all employees needed to carry out the responsibilities of the Ethics Commission. All employees, except the director, shall be employed subject to the state Merit System. The Director is responsible for the following tasks and related work:

- Oversee the investigation of all reported violations of the Alabama Ethics Law and the appointment of the legal counsel and investigative staff required to fulfill that responsibility fairly and uniformly and in accordance with the Alabama Ethics Law. Ensure the proper handling and disposition of all cases properly reported to the Commission including recommendations for dismissal, arrangement for hearings before the Commission, and referrals to other law enforcement agencies.
- Oversee the drafting of advisory opinions regarding the implementation of the Alabama Ethics Law.

- Provide consultation and required training for public officials, legislators, attorneys, lobbyists, civic organizations, and the general public regarding the Alabama Ethics Law.
- Oversee the complete and proper reporting of financial interest information and any other data required by the Alabama Ethics Law of public officials and employees.
- Oversee all of the administrative functions of the Ethics Commission office including budget preparation and execution, office policy and procedures, personnel recruitment and training, information technology, and purchasing.
- Serve as the principal liaison of the Commission with all departments of state and local governments and be the principal media contact and chief spokesperson for the Commission. In this role, the Director is expected to accept public speaking invitations and make other public appearances, as appropriate, to effectively communicate the work of the Commission.

PREFERRED QUALIFICATIONS:

EDUCATION: A bachelor's degree from an accredited college or university is required. Graduation from an American Bar Association accredited law school and a member in good standing is preferred. Additional coursework or degrees in public administration, public policy, ethics, management, human resource management, or coursework in other applicable disciplines would be considered favorably.

EXPERIENCE: Ten years of experience in the legal field or in public or business administration with supervisory responsibility is required. A background in prosecutorial work is preferred. Office, budget, and personnel management experience, including responsibility for communication and training, is preferred.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTER: A confirmable track record of highly ethical professional behavior is required. The demonstrable ability to be firm, fair, and unbiased in carrying out professional responsibilities is required. The ability to communicate effectively orally and in writing is required. The ability to interpret statutes, legal opinions, and regulations is required. The ability to supervise, organize, and motivate employees is required. Knowledge of the standards of evidence and due process rights applicable to judicial and quasi-judicial proceedings is preferred.