

**MAJOR FUNCTIONS**

This is a responsible full-time position directing the City of Tallahassee's City Ethics Office under the exclusive jurisdiction of, and reporting to the Independent Ethics Board. The position is responsible for discharging the duties and responsibilities of the Independent Ethics Board. The position will support the Independent Ethics Board as directed, as the Board assists the City Commission in review and revision of the City Ethics Code; adopts bylaws and due process procedures; manages the citywide ethics and fraud hotline; manages and coordinates ethics training; refers ethics and corruption matters to appropriate enforcement agencies; recommends proposed ordinances, resolutions or charter amendments to the City Commission pertaining to ethics and corruption matters; investigates complaints and levies civil penalties as authorized by the City Commission and employs staff to serve in the ethics office. The employee is hired by the Independent Ethics Board. The position is administratively housed in the Office of the City Auditor.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Job Duties**

Serves as the liaison between the Independent Ethics Board and the City for all ethics matters. Encourages compliance with the spirit and letter of ethics laws, rules, and policies through training and presentations to elected and appointed officials, staff and community presentations. Develops and maintains updated policies, programs, and strategies to deal with all ethical-related matters as directed by the Independent Ethics Board. With the assistance of the Independent Ethics Board as needed, provides advice on ethical matters and issues to City officials, management, staff, and vendors. Responds to all requests for assistance relating to ethical matters from all City officials and employees. Develops and provides training and education programs in conjunction with the Department of Equity and Workforce Development within the City of Tallahassee. Maintains knowledge of State and Federal ethics laws and requirements and informs City officials, management, staff, and vendors of statutory and rule changes and revisions that impact City business. Administers the City's Ethics and Fraud Hotline for the discovery of waste, fraud, and ethics violations. Initiates and conducts investigations regarding waste, fraud, and ethics violations based upon receipt of hotline calls or concerns expressed through any other means. Contacts and solicits assistance from appropriate City departments in the conduct of such investigations, to include but not be limited to, Office of the City Attorney, Office of the City Auditor, Tallahassee Police Department, and Department of Equity and Workforce Development. Works with Human Resources and Procurement Services to ensure ethics are integrated into procurement, hiring, and retention and promotion processes. Interacts and communicates with the public and community on ethical matters and issues. Monitors compliance and adherence to governing ethics laws, rules, and policies by elected and appointed officials, employees and vendors. With the assistance of the City Treasurer-Clerk, monitors records that document filing by City officials, management and staff of required disclosure forms, including those required by the State of Florida Commission on Ethics as well as disclosure required by the City of Tallahassee. With the assistance of the City Treasurer-Clerk, maintains records to document voting abstentions and disclosed conflicts of interest. With the assistance of the City Treasurer-Clerk, assists the Board in administering political contribution refunds. With the assistance of the City Treasurer-Clerk, assists the Board in assuring the integrity of the political contribution refund process. Is the point of contact for assuring the City website contains relevant Ethics information for both city staff and the public. Provides periodic reports to the City Commission and/or City management as directed by the Independent Ethics Board. Provide periodic reports to the Independent Ethics Board.

**Other Important Duties**

Develops and maintains a Code of Ethics and Ethics handbook. Ensures the City's Code of Ethics and Ethics Handbook are properly and timely updated and maintained for statutory and policy changes and other events. Hires, trains, supervises and evaluates subordinate staff for any assigned positions. Serves on committees, boards, and commissions as needed and directed by the

Independent Ethics Board. Administers any contracts executed to assist the City in connection with the ethics function, including contracts for legal advice or interpretation, training, and/or investigations. Requests and obtains data relevant to its authorized investigations and is to receive full access to the records of all appointed officials and employees, City departments and offices, and contractors and other persons doing business with the City and/or receiving City funds, that is not otherwise deemed confidential by law. Notifies appropriate civil, criminal, or administrative agencies of possible and suspected violations of state, federal, or local law, and assists those agencies as appropriate. For each possible ethical violation of a City policy by a City employee, notifies the applicable appointed official or their designee and the department head for which the employee works, unless to do so would otherwise jeopardize an ongoing investigation. Serves as the liaison between the Treasurer-Clerk's office and the Board for campaign contribution refunds and establishing the process for those funds.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Knowledge and experience in management, leadership, oversight, investigation, training, contract administration, and clerical functions deemed necessary to the proper functioning of the ethics office. Ability to communicate clearly, concisely and effectively, verbally and in writing. Ability to provide effective training materials, both orally and in writing. Ability to work effectively with Board members, City officials, management, staff, and vendors. Ability to interact and communicate effectively with the public. Ability to maintain objectivity and professional integrity in all circumstances.

#### **Minimum Training and Experience**

Possession of a bachelor's degree or higher from an accredited college or university, with a preference for an advanced degree in law, applied ethics, or public administration, and ten years of experience in related activities such as administration of an ethics office or activity, ethics related legal work, criminal justice administration; and administrative experience

#### **Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 06-06-14

Revised: 10-01-15