



COMMISSION ON ETHICS

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – December 4, 2014

EXECUTIVE DIRECTOR

RECRUITMENT OPEN:

This is an open competitive recruitment, open to all qualified applicants. This unclassified exempt position is appointed by and reports to the Commission and provides confidential and professional management and administration to the Commission.

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics provides advisory opinions to public officers and employees and responds to inquiries from the public alleging violations of the Ethics in Government Law (NRS 281A) by public officers and public employees. The Commission engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$97,901 plus benefits.* *(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)*
The Commission on Ethics maintains a 4-day work week (Monday through Thursday) with ten-hour workdays from 7:00 a.m. to 5:30 p.m.

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

The Executive Director serves as the Commission's Administrator, responsible for developing and implementing the Commission's budget, policies and procedures, including representing the Commission in the media, executive branch, and the Legislature.

Education and Experience Required to Perform the Duties of the Position:

A bachelor's degree or higher, and at least five years of legal, management, law enforcement, or investigative experience. Experience in State Administration, including government budgeting and the Nevada Legislative process, is preferred.

Knowledge, Skills and Abilities Required to Perform the Job Functions:

Strong verbal and written communication skills; experience with conducting investigations; administrative and supervisory experience; knowledge of the Nevada legislative process; and government budgeting experience.

Does this position require licensure/certification (if yes, please detail):

No.

Statutes and Regulations Administered by This Position:

NRS and NAC Chapters 281A, 233B, 241 and 239, and statutes and regulations governing the Executive Branch budget.

Dollar amount of the agency budget for which the position is responsible for administration and oversight.

Approximately \$760,983.

Number and titles of staff that directly report to position:

4 – Executive Assistant, Senior Legal Researcher, Senior Investigator and Associate Counsel

Number of indirect reports:

N/A

SPECIFIC JOB DUTIES:

COMMISSION MEETINGS; HEARINGS; PANELS

1. In coordination with Commission Counsel, prepare and coordinate Commission meetings, including agendas, scheduling and meeting materials, and provide briefings of agency status and operations during Commission meetings.
2. Confer with Commission Counsel regarding jurisdictional evaluations of all requests for opinion and notifications of parties and interested persons concerning requests for opinions, including the allegations and/or implicated statutes, jurisdictional determinations and appeals, investigatory procedures and scheduling.
3. Supervise investigations of all Third-Party Requests for Opinions (public complaints) against public officers and employees, and provide written recommendations to Commission panels based on Associate Counsel/Senior Investigator's reports regarding legal analysis of just and sufficient cause for the Commission to hold hearings and render opinions.
4. Develop and prepare legal memoranda and/or presentations of Third-Party Requests for Opinion in hearings before the Commission and Commission panels, and/or supervise the same by Associate Counsel, including the development and presentation of legal motions and arguments, witness testimony and evidentiary documents, and engage in negotiations for potential stipulations.

ADMINISTRATION, LEADERSHIP AND SUPERVISION

5. Develop and implement agency Strategic Plan, performance measures, internal controls, policy manuals, standardized forms and procedures and periodic reports, including the agency's Annual Report which is issued each July in accordance with NAC 281A.180(2).
6. Communicate regularly and work closely with Commission Chair to attain agency goals and objectives.
7. Provide information to Commission members regarding ethics laws and ethics commissions in other jurisdictions.
8. Make recommendations to the Commission, including comments made by Commissioners at hearings, regarding potential administrative and legislative reform.
9. Work with the Commission to develop agency legislative positions, coordinate lobbying effort and provide support to Commission Counsel in advocating legislative changes as approved by the Commission.
10. Work with Commission Counsel on legal issues as necessary.
11. Organize, oversee, and direct agency work flow to ensure policies, goals and objectives are met in a standardized manner.
12. Develop and implement specific agency goals and objectives through leadership and consideration of staff input and feedback.
13. Prepare agency budget request for Commission and advocate for its approval with Executive Branch agencies and Nevada Legislature.
14. Monitor agency budget to ensure compliance with appropriations.
15. Effectively hire, train, supervise and evaluate Commission staff.
16. Ensure agency operations are conducted in accordance with appropriate state laws, regulations, and internal policies.
17. Maintain an open line of communication with staff and Commission Counsel.
18. Be available to the staff to ensure timely direction is provided, and duties are cohesively performed in a coordinated manner.
19. Participate in required, State-sponsored management training programs.

PUBLIC INFORMATION

20. Represent the Commission at the Nevada Legislature, government meetings, and other meetings/events as necessary.
21. Act as Commission spokesperson for all media inquiries.
22. Promote understanding of Commission mission and statutory mandates through interaction with legislators, government officials, and the public.
23. Provide training seminars to educate public officials and the public regarding Nevada ethics law.
24. Maintain and regularly update Commission website and other public information tools.
25. Respond to requests for public documents in accordance with Commission's Public Records' Policy.

RESTRICTIONS

26. In accordance with NRS 281A.230(4), the Executive Director may not participate in any other employment.

POSITION LOCATION:

Carson City, Nevada

TO APPLY:

SUBMIT A LETTER OF INTEREST, A RESUME, YOUR SALARY REQUIREMENTS and the names and daytime telephone numbers of, and a brief description of your relationship with THREE PROFESSIONAL REFERENCES to:

**Valerie M. Carter, Executive Assistant
Nevada Commission on Ethics**

Via email (preferred method): vcarter@ethics.nv.gov

Via U.S. mail or other delivery: 704 W. Nye Lane, Suite 204
Carson City, NV 89703

Via FAX: 775-687-1279

Applications must be **RECEIVED by 5:00 p.m., December 24, 2014.** Late applications will not be considered.

The State of Nevada is an Equal Opportunity Employer.