

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR – WEST VIRGINIA ETHICS COMMISSION**

#### **Nature of Work**

Under administrative direction, performs complex administrative work in planning, organizing and directing the activities of the West Virginia Ethics Commission. Performs related work as required.

#### **Examples of Work**

- (1) Oversees the day-to-day operations of the Ethics Commission including supervision of staff.
- (2) Serves as point of contact for the press.
- (3) Oversees the drafting of advisory opinions regarding the implementation of the ethics law, the open meetings law and limitations on county board of education members holding other public office.
- (4) Oversees the investigation of ethical violations and complaints.
- (5) Provides consultation to public officials, legislators, attorneys, civic organizations and the general public in response to inquiries regarding the ethics law and open meetings law.
- (6) Receives and acknowledges complaints of alleged ethical violations; initiates investigation of complaints; advises commission on the investigation results; in consultation with commission chairperson coordinates commission meetings and agendas.
- (7) Contracts for and coordinates legal services for the commission in the implementation of the ethics law.
- (8) Performs administrative functions in the operation of the Ethics Commission office including budget preparation and execution, office policy and procedures, personnel actions and purchasing.
- (9) Conducts training for public officials, public servants and lobbyists on the application of ethics, open meeting and lobbying rules.
- (10) Makes presentations to professional and civic organizations regarding the work of the Ethics Commission.
- (11) Serves as Legislative liaison.

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

Knowledge of the West Virginia Ethics Law

Knowledge of the Open Meetings Act.

Knowledge of the standards of evidence and due process applicable to quasi-judicial and judicial proceedings.

Knowledge of the procedure for preparing and filing legal documents.

Ability to communicate effectively orally and in writing.

Ability to interpret statutes, legal opinions and regulations relating to the ethics law, open meetings, and other statutes relating to the conduct of public officials.

Ability to supervise professional, legal and clerical employees.

#### **Minimum Qualifications**

**Training:** Graduation from an American Bar Association accredited law school and admission to the practice of law for at least 5 years.

**Experience:** Five years of full-time or equivalent part-time paid administrative or professional experience in the legal field or in public or business administration.