

EXECUTIVE DIRECTOR

The WV Ethics Commission is seeking a full-time Executive Director. The Director oversees the Commission's day-to-day operations, including managing the staff, rendering oral and written guidance to public servants and citizens on the application of the Ethics Act and the Open Governmental Meetings Act, drafting Advisory Opinions, regulating lobbyists' registration and reporting, and providing education and training to public officials, employees, lobbyists and citizens on ethics and open meetings requirements.

Applicants must be graduates of an ABA-accredited law school and must have been admitted to the practice of law for at least five years.

Applicants must have at least three years' experience at the supervisory or management level. Experience with WV state govt. would be a plus.

Applicants may send a resume, including named references and at least one recent writing sample to: M. Ellen Briggs, WV Ethics Commission, 210 Brooks Street, Ste. 300, Charleston, WV 25301, or via email at ellen.m.briggs@wv.gov. For more information and a complete job description, please visit the Commission's website at www.ethics.wv.gov. Applications must be received by the close of business on September 26, 2014.

The Commission is an Equal Opportunity Employer. This is a "classified exempt" state position.

**JOB DESCRIPTION
EXECUTIVE DIRECTOR
WEST VIRGINIA ETHICS COMMISSION**

Nature of Work

Performs complex administrative and legal 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) Prepares and supervises the drafting of exemption requests and advisory opinions regarding the implementation of the ethics law, the open meetings law and eligibility requirements for county board of education members.
- (4) 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.
- (5) Supervises and advises staff to receive and acknowledge complaints of alleged ethical violations and to initiate investigation of complaints.
- (6) Advises commission on 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 and supervises staff to conduct 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: At least three years' experience at the supervisory or management level. Experience with WV state govt. would be a plus.

PERTINENT STATUTORY PROVISIONS

The commission shall appoint an executive director to assist the commission in carrying out its functions in accordance with commission rules and regulations and with applicable law. Said executive director shall be paid such salary as may be fixed by the commission or as otherwise provided by law. The commission shall appoint and discharge counsel and employees and shall fix the compensation of employees and prescribe their duties. Counsel to the commission shall advise the commission on all legal matters and on the instruction of the commission may commence such civil actions as may be appropriate: Provided, That no counsel shall both advise the commission and act in a representative capacity in any proceeding. W. Va. Code § 6B-2-1(h).

The commission may delegate authority to the chairman or executive director to act in the name of the commission between meetings of the commission, except that the commission shall not delegate the power to hold hearings and determine violations to the chairman or executive director. W. Va. Code § 6B-2-1(i).

The commission may:

- (4) Employ additional legal counsel; W. Va. Code § 6B-2-2(d).