



City of Atlanta Board of Ethics Ethics Officer

The City of Atlanta Board of Ethics seeks an experienced, qualified, and committed individual who is politically impartial and has exceptional communication skills to serve as the City's Ethics Officer. This position reports directly to the seven-member Board and serves at its pleasure. The Board of Ethics administers, interprets, and enforces Atlanta's Code of Ethics and works to ensure honesty, integrity, and trust in city government. The Board and its staff educate and advise city officials, employees, and the public about the law, conduct investigations, and assure effective public disclosure. The Board appoints the Ethics Officer to a term not to exceed six years, subject to confirmation by the City Council and approval by the Mayor.

Specific Ethics Programs

Advice and Opinions

The Board assists city officials, employees, prohibited sources, and the public in complying with the city's ethics law through issuing formal opinions and giving informal advice interpreting the law.

Gift Restrictions

The Board oversees the ban on gifts and tickets to city officials and employees from persons or entities seeking business, doing business, or seeking official action from the City; registered lobbyists; and persons with interests that may be substantially affected by how officials and employees perform their official duties.

Complaints, Investigations, and Enforcement

The Board conducts investigations, holds hearings, and issues decisions regarding violations of the ethics law and coordinates the ethics and compliance hotline. The Board has the authority to initiate investigations, issue subpoenas, refer cases to other investigative and law enforcement agencies, impose administrative fines, and issue public reprimands.

Financial Disclosure

The Board facilitates the public disclosure of financial and personal interests by elected city officials, city employees, volunteer board members, and neighborhood planning unit officials to help inform the public of actual or potential conflicts of interest between the officials' and employees' public duties and their personal financial interests.

Education and Publications

The Board seeks to assure public confidence in city government by encouraging officials and employees to comply with the ethics law and act with honesty and integrity in their work. The Board conducts ethics workshops, maintains a website, and published literature explaining the law's requirements.

The Position

The Ethics Officer helps develop and implement the policies, opinions, decisions, and orders of the Atlanta Board of Ethics; coordinates the monthly meetings of the Board; and manages and directs its day-to-day operations and staff.

Duties and Responsibilities

- Provide leadership and direction in the administration of the agency's advice, education, policy, financial disclosure, and enforcement programs.
- Advise the Board of policy and legislative issues related to conflicts of interest, gifts, and financial disclosure matters and, subject to the Board's direction, act in its absence on matters delegated by it.
- Direct and prepare advice that interprets the Code of Ethics and provides guidance to employees, officials, and contractors.
- Investigate allegations of ethics violations and prosecute violations of the Ethics Code in administrative proceedings before the Board.
- Increase public access to and understanding of ethics disclosure reports through the administration of the Electronic Disclosure System, the review of filed reports, and the preparation of reports and educational materials.
- Develop and deliver educational programs about the Ethics Code to inform officials and employees about the law's requirements and to encourage them to act with honesty, integrity, and accountability.
- Represent the Board before the City Council and in interactions with the Mayor's office, other departments, the media, the public, government ethics agencies, and federal, state, and local law enforcement agencies.

Skills and Abilities

The ideal candidate will be able to demonstrate a broad understanding of government, politics, and public policy; interact effectively with a diverse community; possess superior written and oral communication skills; have knowledge of governmental ethics policies, issues, and trends; be able to exercise sound judgment under pressure; have the ability to balance competing priorities; work effectively with public officials while maintaining independence; successfully prosecute violations of the ethics law; prepare reports and other educational materials in a variety of media; and make complex laws and policies understandable to employees and the public. Successful candidates must be an active member of the Georgia Bar Association in good standing with a minimum of five years experience in the practice of law. Candidates with more than seven years of experience in law, public administration, ethics, or compliance programs are preferred. Final appointment is contingent on successfully passing a background check.

Compensation and Benefits

The current annual salary range is \$76,194 to \$116,903. The City provides a defined contribution plan, vacation and sick leave, nine paid holidays per year, and a flexible benefits plan including health, dental, vision, and life insurance coverage.

Selection Process

A search committee comprised of past and current Board members and members of the legal, business, and public interest communities will evaluate candidate resumes and responses to a Board questionnaire. Candidates whose application materials demonstrate the requisite background and experience will be invited to a panel telephone interview for further evaluation. The top three to five candidates from the panel interview will participate in a personal interview with the search committee, with the final selection interview conducted by the current Board. The Board will make the final selection for the position by November 17, 2011. The appointed candidate must be available to assume the position on January 2, 2012.

How to Apply

Send a resume, your current salary, and the names and telephone numbers of three work-related professional references to the address listed below. References will be contacted only with the candidate's permission. Applicants must also submit an application (limit two pages) that answers the following questions:

- Why are you interested in the job?
- How has your past experience prepared you for the job?
- What would be your priorities in leading the Ethics Office?
- What are the first things you would do on the job?
- What do you see as the biggest challenges?

The application deadline is Friday, September 16, 2011.

City of Atlanta Board of Ethics
Ethics Officer Search Committee
68 Mitchell Street, SW, Suite 12130
Atlanta, GA 30303
Email: ethicsofficer@atlantaga.gov
(Email submissions are preferred)

Application Deadline:
Filing may close anytime on or after Friday, September 16, 2011

Questions can be directed to
Ginny Looney at ethicsofficer@atlantaga.gov or (404) 330-6286

For more information about the work of the Board, visit our website at
<http://www.atlantaethics.org>.

Mission Statement: The Board of Ethics builds public trust, promotes open and transparent government, and fosters a strong ethical culture through educating, advising, and enforcing the city's ethical standards and encouraging city officials and employees to act with honesty, integrity, and accountability.