

# **EXECUTIVE BRANCH ETHICS COMMISSION**

**#3 Fountain Place  
Frankfort, Kentucky 40601  
502-564-7954  
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## **VACANCY ANNOUNCEMENT**

**Position:** Executive Director

**Opening Date:** May 16, 2015

**Application Deadline:** June 15, 2015

**Salary:** Commensurate with experience, plus usual state benefits

**Minimum Qualifications:** Member of the Kentucky Bar Association with at least ten years practice experience

**Position Reports to:** Commission Board

### **General Description:**

The Executive Branch Ethics Commission (the "Commission"), created by statute effective July 1992, is comprised of five members appointed by the Governor. The Commission is responsible for the enforcement, administration and interpretation of the Executive Branch Code of Ethics found in KRS Chapter 11A that pertains to the conduct of state employees; financial disclosure by officers, elected officials and candidates; and executive agency lobbying.

The Executive Director oversees the daily operation of the Commission and also serves as co-counsel, with the Commission's General Counsel, in the agency's legal proceedings. Some of the duties required of the Executive Director are detailed below:

- Direct, plan, and oversee all administrative, legal, investigative, lobbyist registration, and financial disclosure functions and requirements of the Commission.
- Set up, prepare, and conduct ethics training classes for state agencies and/or lobbyist organizations to educate executive branch employees and/or lobbyists on their responsibilities under the Executive Branch Code of Ethics.
- Provide daily advice in response to questions by state employees, executive agency lobbyists, and the public via the telephone, e-mail, and face-to-face communications.
- Draft staff notes and supervise production and assembly of meeting agenda and meeting packet for bi-monthly commission meetings.

- Draft advisory opinions, letters, biennial reports, educational materials, articles for professional and state newsletters, proposed legislation, indexes, and other required materials.
- Prepare and monitor the Commission's biennial budget, records retention requirements, inventory process, website information, and various other administrative functions.
- Work to enact legislation to improve the Executive Branch Code of Ethics.
- Be alert to possible ethics violations and keep the Commission informed of any possible violations.
- Have reputation for independent, impartial, non-partisan and ethical conduct.

**Additional Required Qualifications/Skills:**

- **Ethical Behavior**
- **Self-Motivated/Planner**
- **Computer Skills – Microsoft Office**
- **Multi-task/Good Organizational Skills**
- **Excellent Writing, Training Skills**
- **Litigation and Appellate Skills**
- **Familiar with KRS Chapter 11A**
- **Familiar with KRS Chapter 13B**
- **Knowledge of State Government Agencies**
- **Audit/Investigative Skills**
- **Budgeting Skills**
- **Flexibility**

The job is not covered by the merit system. To apply, send a cover letter, current resume with three professional references, recent writing sample, and a completed state application form to W. David Denton, Chair, Executive Branch Ethics Commission, at [resume@dklaw.com](mailto:resume@dklaw.com).