



## Los Angeles City Ethics Commission

### **DIRECTOR OF ENFORCEMENT**

*This position is exempt from civil service.\**

#### Description

The Los Angeles City Ethics Commission is responsible for administering and enforcing City laws relating to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as its Director of Enforcement. This position is a key member of the Ethics Commission's leadership team and is responsible for the daily management of the enforcement division. The enforcement division prepares and presents administrative enforcement cases, administers the whistleblower hotline, and investigates alleged violations of the City's lobbying, campaign financing, and governmental ethics laws. The position interacts with witnesses, respondents, opposing counsel, and other law enforcement agencies. The position makes presentations to the members of the Ethics Commission at public meetings and to administrative law judges in administrative hearings.

#### Qualifications

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Exceptional written and verbal communication skills.
- Exceptional interpersonal skills.
- Exceptional judgment and strategic thinking skills.
- Exceptional team-building and managerial skills.
- Knowledge of administrative enforcement processes and procedures.
- Ability to plan and direct complex, document-intensive investigations.
- Ability to prepare and negotiate enforcement cases and present cases before decision makers.
- Flexibility in challenging situations.
- Ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a diverse team.

The successful candidate must be willing to forego personal involvement in campaigns.

#### Training and Experience

A law degree from an accredited law school, admission in good standing with the California bar, and at least five years of experience as a prosecutor or in an administrative law setting are required. Experience with governmental ethics, campaign financing, or lobbying laws is highly desirable.

#### Salary

The salary range is \$120,936–\$181,676. The starting salary is \$124,256, with annual increases.

#### Application Process

Email cover letter, résumé, and a recent writing sample that is no more than five pages long to [ethics.careers@lacity.org](mailto:ethics.careers@lacity.org). Applications must be received by July 31, 2018, but the application window may close at any time. For additional information, contact Deputy Executive Director David Tristan at (213) 978-1960.

\*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.