

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M4
Title Code No: 95005	Salary: \$75,338.00/\$81,245.00-\$150,952.00 Frequency: ANNUAL
Business Title: Director of Annual Disclosure	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 272910	
Job Description	
<p>The New York City Conflicts of Interest Board is seeking a Director of the Annual Disclosure Unit. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest, annual disclosure, and lobbyist gift laws. (See the Board's website at http://nyc.gov/ethics.) With wide latitude for the exercise of initiative and independent decision-making, the Director of Annual Disclosure (DAD) will be responsible for supervising the day-to-day operations of the Annual Disclosure Unit, which includes: administering the annual filing period, overseeing enforcement of filing penalties, drafting determinations of privacy requests, and reviewing reports for potential conflicts of interest; setting priorities and developing strategic goals for the Unit in consultation with the Executive Director; coordinating the continuing development of the electronic financial disclosure program with personnel at various City agencies, particularly the Department of Information Technology and Telecommunications; implementing new or additional legal mandates; providing legal advice on annual disclosure appeals and drafting decisions on those appeals; representing the agency before state and local legislative bodies concerning the agency's legislative initiatives regarding annual disclosure; and conducting CLE classes. As the Board's expert on annual disclosure, the DAD will serve as liaison to city, state and federal oversight and law enforcement agencies and the media and will provide written and oral recommendations on all annual disclosure matters to the executive staff and the Board. The DAD will also support the work of the Board's Legal Advice Unit to protect the confidentiality of the Board's records, including but not limited to: responding to subpoenas, FOIL requests, and any other demands for Board documents, and coordinating Board-related litigation with the City's Law Department.</p>	
Minimum Qualification Requirements	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.</p> <p>Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.</p>	
Preferred Skills	
<p>Meticulous attorney skills. Discretion, sound judgment, and common sense. Excellent oral and written communication skills. Significant supervisory experience. Extensive knowledge of computer hardware and software programs; substantial experience with online databases and applications.</p>	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>To apply for this assignment, please submit your cover letter and resume electronically using one of the following methods: For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID #272910. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID #272910.</p>	
Posting Date: 11/22/2016	Post Until: Filled

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