

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: COUNSEL (CONFLICTS OF INTEREST BOARD)	Level: M9
Title Code No: 30151	Salary: \$197,275.00 Frequency: ANNUAL
Business Title: EXECUTIVE DIRECTOR	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 197993	Hours/Shift:
Job Description	
<p>The Executive Director/Counsel is a full-time City employee who is both the chief operating officer for, and chief counsel to, the Board. This position combines the administrative duties and responsibilities of a senior manager and the legal duties and responsibilities of a counsel. Duties include, among others, supervising all day-to-day office operations, within budgetary constraints, including supervising the provision of legal advice, enforcement, annual disclosure, training and education, litigation, administration, and IT; reviewing, amending, and approving all office procedures and policies, including all personnel policies, and reviewing and approving all purchases and expenditures of funds; recruiting, hiring, training, and supervising staff of 21, plus interns and pro bono counsel; directly supervising all unit heads; determining all salaries and salary adjustments; acting as final decision-making authority on all personnel-related issues; formulating budgets and all budgetary changes, including drafting budgetary memoranda and lobbying before Mayor's Office and Council on agency's behalf; testifying before City, state, and federal agencies on all agency matters; supervising agency response to subpoenas; drafting and implementing short and long range agency goals and strategies; administering City, state, and federal regulations (e.g., Comptrollers regulations, FOIL); drafting all proposed state and local legislation (e.g., proposed Charter amendments) and all rule amendments; reviewing for substance, consistency, and form all documents before they leave the agency; determining which matters go before the Board and supervising preparation of monthly Board agenda; giving speeches on behalf of agency and providing assistance to other municipalities and governments in U.S. and abroad, international ethics organizations, bar associations, community groups, foreign officials, and intergovernmental agencies (e.g., U.N.); serving as primary spokesperson to the media. The Executive Director reports to members of the Conflicts of Interest Board.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A license to practice law in the State of New York. 2. Three (3) years of satisfactory, relevant experience in the practice of law subsequent to admission to the bar. 	
Preferred Skills	
<p>The successful candidate should have at least five years of experience in local, state, or federal service, including supervisory, administrative, and managerial experience. The successful candidate should be able to: communicate effectively, both orally and in writing, and work with persons having a wide range of backgrounds in a small office setting; understand the constraints imposed by working in the public sector and be able to motivate staff despite these constraints; gather information and make informed legal, administrative, and personnel decisions quickly, fairly, and consistently; assess individual talents and skills and delegate work commensurate therewith; supervise staff, including making unpopular decisions. He or she must be able to forge working relationships with other offices and agencies, must be sensitive to issues having political or policy considerations, and must have the ability to resolve such issues in a manner consistent with applicable law and policy. A thorough knowledge of Chapter 68 of the City Charter and related rules and of City government is strongly preferred.</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 position, 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#.197993 For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#.197993</p>	
Posting Date: 7/6/2015	Post Until: Filled

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