

Miami-Dade County Commission on Ethics and Public Trust

Position Advertisement

Executive Director

Pursuant to Section 2-1071, Miami-Dade Code, the Miami-Dade County Commission on Ethics and Public Trust seeks applicants for the position of *Executive Director*.

The Miami-Dade County Commission on Ethics and Public Trust is an independent County Charter Agency empowered to review, interpret, render advisory opinions, and enforce the Miami-Dade County and various municipal Conflict of Interest and Code of Ethics Ordinances, Lobbyist Registration and Reporting Ordinances, and other local charter and ordinance provisions.

The Ethics Commission is led by a five-member board of Commissioners with quasi-judicial authority. It employs a staff of 17 persons, including lawyers, investigators, community outreach and support staff, and it operates with an annual budget of approximately 3.2 million dollars.

The Executive Director is charged with carrying out the Ethics Commission's policies and directives, and serves as the agency's chief executive, personnel and fiscal officer, with the authority to appoint, remove, and suspend employees, fix their compensation, and adopt personnel and management policies.

The Director also issues written ethics opinions to county and municipal elected officials, charter officers, board members, and employees.

The Executive Director is exempt from the classified service and serves at the pleasure of the Ethics Commission.

Minimum Qualifications:

Membership in good standing in the Florida Bar for at least ten years.

Significant and successful leadership experience in local, state or federal government, or in similar professional settings.

Significant experience as a public speaker.

Significant training experience, including development of training curriculum.

Significant experience drafting public reports, memoranda, or opinions interpreting and applying provisions of law.

Significant experience with pre-charge criminal and administrative investigative procedures.

Thorough understanding and familiarity with the Miami-Dade Conflict of Interest and Code of Ethics Ordinance or similar government conflict of interest and codes of ethics.

Thorough understanding and familiarity with Florida public records and public meetings laws.

Preferred Qualifications:

Understanding and familiarity with local government procurement practices.

Understanding and familiarity with local government budget and fiscal practices.

Understanding and familiarity with local government employee recruitment, evaluation, and disciplinary procedures.

Anticipated Salary and Benefits:

It is anticipated that the position starting salary will be approximately \$235,000 per year with executive benefits as afforded to similarly situated County executives.

This is a Florida Retirement System (FRS) position in the Senior Management category.

Anticipated Hire Date:

Final selection is expected in July 2024, and assuming a satisfactory background report, the newly hired candidate should be in position between August-September 2024.

Application Instructions and Due Date:

Local ordinance requires that the Executive Director be selected through a competitive process and finalists will be interviewed by the Ethics Commission in public session.

Interested persons should apply through the [Miami-Dade County Human Resources Portal](#) **and also** forward a cover letter and resume to the Ethics Commission directed to the attention of Rodzandra Sanchez, Administrative Officer: Rodzandra.Sanchez@miamidade.gov

The cover letter should address how the candidate satisfies each of the minimum and preferred qualifications detailed above.

Questions regarding the position may be directed via email to the current Executive Director, Jose J. Arrojo: Jose.Arrojo@miamidade.gov – Office: 305.579.2594.

Applications must be submitted by 5:00 pm on Sunday, June 30, 2024.