

**EXECUTIVE DIRECTOR, MIAMI-DADE COUNTY  
COMMISSION ON ETHICS AND PUBLIC TRUST**

This is a highly responsible executive level position charged with planning and implementing programs and policies as directed by the Commission on Ethics and Public Trust. The Executive Director manages the office's core functions, which encompass the issuance of legal opinions; ethics training for specified public officials, employees, board members and lobbyists; investigations and enforcement of ethics-related violations; and organizing and promoting community education and outreach functions. The Executive Director also supervises all Commission personnel; receives and forwards complaints to the Commission Advocate and other appropriate authorities; designs and implements training programs covering the Miami-Dade Conflict of Interest and Ethics Code, Florida Sunshine, Public Records and election laws, as well as the State of Florida Code of Ethics. Responds to requests from the media, public officials and employees, and the general public; prepares and recommends policy and legislation promoting ethical governance for consideration by the Ethics Commission and other government agencies.

Member of the Florida Bar in good standing for at least ten years is required. Highly desirable qualities include; managerial experience in public administration; an understanding of local government as an administrator or attorney; and a background in education, outreach and training. Salary is highly competitive and will be determined by the Commission on Ethics. Anticipated starting date is September 1, 2018.

Please furnish a cover letter and resume no later than Friday, May 4, 2018. Candidates are requested to submit this information either by E-mail or regular mail.

Please submit materials to:

Joseph Centorino, Executive Director

Miami-Dade Commission on Ethics and Public Trust

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