



POSITION ADVERTISEMENT

General Counsel, Miami-Dade Commission on Ethics and Public Trust

Definition:

The General Counsel is an appointee of the Commission on Ethics and Public Trust (COE) and serves at the pleasure of the Commission. Provides direct, professional legal counsel and representation to the Commission on Ethics and its Executive Director and Advocate. Assists the Commission and its Executive Director and Advocate in the legal performance of their duties under the Charter and Ordinances of Miami-Dade County, as applicable. Makes legal sufficiency and probable cause recommendations upon the filing of Complaints with the Commission on Ethics. Provides ethics advice and issues ethics opinions to covered parties under the County Ethics Ordinance, under the supervision of the Executive Director. Oversees the activities of the Commission's ethics opinion and advice function and Staff Attorneys, under the supervision of the Executive Director.

Examples of Work:

Provides legal opinions, interpretations, advice, counsel and recommendations to the Commission on Ethics, the Executive Director, the Advocate, and staff relating to the operations, programs and activities of the Commission on Ethics;

Serves as counsel or manages internal and outside counsel providing representation of the Commission on Ethics, the Executive Director, the Advocate, and staff in litigation in order to represent most effectively the interests of the Commission on Ethics;

Functions as an integral partner and provides legal support to the Executive Director and the Advocate;

Collaborates with the Executive Director, the Advocate, staff, stakeholders, external legal counsel, and officials, to ensure compliance with the Charter and Ordinances of Miami-Dade County, as applicable, rules and regulations, and recommends policies, procedures and practices to ensure compliance;

Identifies needs and recommends training programs and activities for the purpose of keeping covered parties informed of the ethics rules as it relates to their work;

Ensures that the Commission on Ethics complies with local, state and federal laws, including but not limited to Florida's public records and open meetings laws;

Provides legal assistance in the drafting of formal Commission on Ethics opinions, contracts, legal documents, rules and regulations, policies, resolutions, applications, and all other legal or quasi-legal papers;

Participates in labor contract negotiations with the certified bargaining units; advises the Commission on Ethics and the Executive Director in all staff contract negotiations;

Attends meetings of the Commission on Ethics;

Directs, manages, and evaluates the work of the Staff Attorneys engaged in the Commission's ethics advice and opinion function, under the supervision of the Executive Director.

Performs other duties as assigned by the Commission on Ethics or the Executive Director.

Minimum Qualifications:

Juris Doctor.

Current State of Florida law license.

Ten (10) or more years of legal experience.

Preferred Qualifications:

Familiarity with the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, or similar ethics codes.

Familiarity with Florida's public records and public meeting laws.

Legal experience in local county or municipal government.

Legal experience providing legal guidance and support to elected officials, agency heads, elected or appointed bodies.

Legal experience in drafting legal opinions including legal sufficiency or probable cause recommendations in administrative, quasi-judicial, or criminal prosecution or defense scenarios.

Legal experience litigating matters as lead or assisting counsel at trial or appellate level.

Legal experience in drafting legislation, policies or rules.

A proven ability to work collaboratively with small staff in a resource limited environment under public scrutiny.

Interpersonal skills necessary to represent, collaborate with others, and act as an official spokesperson for the Commission on Ethics.

Teaching or training experience, including development of curricula for professional and non-professional audiences.

Experience in supervising the work of assigned staff including reviewing and approving the work of other attorneys.

Anticipated Employment Terms and Selection Process:

The selected candidate shall serve at the pleasure of the Ethics Commission. This is an exempt, non-collective bargaining unit position.

Benefits shall be consistent with those provided to similarly situated County employees. Information on County benefits is available by accessing the Employee Benefits tab of the Miami-Dade County Human Resources Department website. This is a Florida Retirement System (FRS) participating position.

The salary range for the position is: \$121,809.48 to \$197,024.88. It is anticipated that the position shall be filled at or near the minimum of the salary range.

It is anticipated that the position shall be filled on or about January 2020.

Interested Candidates should apply by visiting the County Jobs section of the Miami-Dade County website at:
www8.miamidade.gov/global/humanresources/jobs/home.page

For additional information regarding this position contact:
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