



City and County of San Francisco  
Ethics Commission

# Executive Director





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## Ethics Commission

The San Francisco Ethics Commission is seeking a visionary leader with exceptional strategic thinking, judgement, and communication skills to serve as its Executive Director. This role will lead a strong team of dedicated professionals whose passion is to uphold and enforce government ethics laws. Public service is a public trust, and the Commission's aim is to ensure that San Franciscans can have confidence that the operations of the City and County and the decisions made by its officials and employees are fair, just, and made without any regard to private or personal gain. The ideal candidate for this position will bring a depth of knowledge and experience in governmental ethics with a proven track record of successfully executing organizational mission through strong leadership. The Executive Director will embrace challenges as opportunities and focus their passion for accountability and transparency to effectively implement and enforce the laws under the Commission's jurisdiction for the benefit of all San Franciscans.

# About The Ethics Commission

Established by San Francisco voters with the passage of Proposition K in November 1993, the Ethics Commission has responsibility for the impartial administration and enforcement of San Francisco laws relating to the provisions of the Charter, statutes, and ordinances concerning campaign finance, lobbying, and governmental ethics. The Ethics Commission serves the citizens of San Francisco, candidates for City office, and City employees, elected and appointed officials through education and compliance guidance by independently enforcing the laws and by serving as a repository for public disclosures to support transparency and accountability in City elections and local government decision making. This department is supported by thirty-four (34) staff positions and a current annual operating budget of \$7.1 million. For information regarding the Commission's budget, please click [HERE](#). The Executive Director also oversees a \$7 million Election Campaign Fund that supports a system of partial public financing for eligible Supervisorial and Mayoral candidates. To view the Commission's 2022 Annual Report, click [HERE](#).



## MISSION

Our mission is to practice and promote the highest standards of integrity in government. We achieve that by delivering impactful programs that promote fair, transparent, and accountable governmental decision making for the benefit of all San Franciscans.

# What We Do

The Ethics Commission has an active and robust agenda of responsibilities. The Commission provides information, guidance, and training to city officers and employees, candidates for public office, lobbyists, and others to help them understand and comply with their responsibilities under the law. To fulfill its oversight mandate, the Commission is charged with ensuring fair, thorough, and timely investigations and case outcomes that serve as an effective deterrent and promote accountability in government. It also conducts audits of campaign committees and lobbyists to determine whether they have materially complied with applicable requirements of State and local laws. The Commission is also responsible for raising public awareness of relevant laws, analyzing how well current laws are achieving their intended purposes, and formulating new regulatory and legislative approaches to ensure the City's political reform laws are strong, workable, and enforceable. The Commission also administers a Public Campaign Financing Program which provides partial public financing for candidates for Mayor and the Board of Supervisors who meet established eligibility criteria.

With a sworn responsibility to the public trust, members of the Ethics Commission are pledged to a high standard of excellence in government accountability. Together with staff, the Commission works to effectively implement the laws and programs within its jurisdiction.





# About The Position

## **Minimum Qualifications**

Candidates must possess a Bachelor's Degree and at least four (4) years of managerial experience with increasing responsibilities in government, administration or public policy organization (all of which must include supervisory experience).

## **Desirable Qualifications**

The ideal candidate will have a strong background in campaign finance laws, governmental ethics, conflict of interest, lobbying laws, public information, and public meetings. Strong political acumen with a thorough understanding of California Political Reform Act and other State and local ethics laws would be a plus. The incumbent will be a strong leader, able to balance the need for collaboration while holding individuals accountable. The Executive Director will continue pushing the Commission forward while building community trust. They will possess unwavering integrity, be a fearless advocate for the communities of San Francisco, and be able to bring multiple parties with competing interests to an agreement. The ideal candidate will be able to effectively communicate complex ideas to different audiences, be respectful of diverse thought and opinions, build meaningful relationships with City constituents, and help broaden the Commission's outreach to underserved populations.



# Job Duties

The Executive Director is appointed by and reports to a five-member independent Commission. The Executive Director shall be the department's chief executive and shall have all the duties and powers set forth in the Charter of the City and County of San Francisco and shall serve as the administrator and parliamentarian to the Commission. Typical duties and responsibilities of the position include (but are not limited to):

- » Administration and direction of policies, programs, and activities related to the administration and enforcement of ethics-related laws and regulations, including Campaign Finance Reform Ordinance and related campaign laws, Campaign Consultant Ordinance, Lobbyist Ordinance, Government Ethics Ordinance, San Francisco Sunshine Ordinance, and Whistleblower Ordinance;
- » Functions as the Department Head and is responsible for the management and administration of the Commission staff;
- » Develops and implements policies, programs, and procedures to fulfill the Commission's mandates;
- » Leads the department's diversity, equity, and inclusion initiatives;
- » Oversees recruitment, hiring, training, and professional development of staff;
- » Develops best practices for department's programs and operations;
- » Determines the department's budget needs and works with staff to propose and manage its annual budget;
- » Develops recommendations and advises Commission members regarding laws, policies, and activities;
- » Oversees the filing of disclosure statements required under laws regulating campaign finance, conflict of interest, campaign consultants, and lobbyists; preparation of advice and opinions regarding laws within the Commission's jurisdiction; audits for compliance with those laws; investigations and enforcement of those laws; and development of educational programs and materials;
- » Responds to inquiries from the media, public officials, other government agencies, and the general public;
- » Prepares press releases and presents reports and testimony to the Board of Supervisors;
- » Represents Commission at conferences, hearings, inter-departmental committees, and task forces; and
- » Performs related duties as assigned.

# Compensation Package

Salary Range: **\$151,918 – \$193,856** Annually (Extended salary range dependent upon experience and qualifications.)

## Health and Wellness:

- » Medical insurance: Options of Health Net CanopyCare HMO, Blue Shield of CA Trio HMO, Access+ HMO, and PPO, and Kaiser Permanente HMO with employer contribution to the employee and dependent premiums.
- » Vision: VSP Vision Care Benefits.
- » Dental: Delta Dental PPO, DeltaCare USA DHMO, UnitedHealthcare Dental DHMO with employer contribution to the employee and dependent premiums.
- » Well-Being Programs: Group Exercise, Health Education Workshops and Seminars, EAP, and more.
- » Flex Credit Spending.

## Other Benefits:

- » Flexible Spending Accounts: Healthcare FSA, Dependent Care Assistance FSA
- » Chubb Lifetime Benefit Term Insurance with Accelerated Death Benefit for Long-Term Care
- » Auto and Home Insurance
- » MetLife: Critical Illness and Accident Insurance
- » LegalShield Legal Insurance
- » Pets Best Pet Insurance

## Paid Leave

- » Ten (10) days of vacation accrued per year upon one year of service, twelve (12) legal holidays per year, five (5) floating holidays, and five (5) days of management leave.
- » Sick: Thirteen (13) days accrued per year.

## Retirement:

The City and County of San Francisco participates in the San Francisco Employees' Retirement System (SFERS). The retirement formula for this pension is 2.3% @ 65, with full coverage for the retiree and half of one dependent upon 20 years of service.

For a complete benefit overview, click [HERE](#).



# Application and Selection

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted without prior notification) by **Friday, March 31, 2023**. Résumé should reflect years and months of employment, and beginning/ending dates. Screening interviews are tentatively scheduled to be held April 10-12, 2023.

Please go to our website to submit your application:

<https://www.cpshr.us/recruitment/2161>.

For further information, contact:



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