

**City of Atlanta Board of Ethics
Ethics Officer
Job Description**

The Ethics Officer helps develop and implement the policies, decisions, and orders of the Atlanta Board of Ethics; coordinates the monthly meetings of the Board; and directs its day-to-day operations. The Board of Ethics is an independent city agency that works to ensure honesty, integrity, accountability, and trust in city government through enforcing the city's standards of conduct and promoting a culture of ethics.

Duties and Responsibilities

Administration and Operations

- Provide leadership and direction in the administration of the agency's advice, training, policy, financial disclosure, and enforcement programs
- Advise the Board on conflict of interest, gift rules, and financial disclosure matters and, subject to the Board's direction, act in its absence on matters delegated by it
- Identify, research, and make recommendations on policy and legislative issues for the Board's consideration
- Prepare agenda and materials for board meetings, maintain board records, prepare and present the budget, develop a biennial work plan of the Board's goals, manage project work performed by outside vendors, and supervise professional and administrative staff
- Coordinate and administer the appointment process for new board members
- Represent the Board before the City Council and in interactions with the Mayor's office, other departments, the media, the public, the State Government Transparency and Campaign Finance Office, other government ethics agencies, and federal, state, and local law enforcement agencies
- Report annually to the Mayor, City Council, Board of Ethics, and general public on the activities of the Ethics Office and the state of ethics in the City

Education and Advice

- Develop, conduct, and deliver training workshops, presentations, and other educational programs to elected city officials, city employees, prohibited sources, and the public informing them on how to comply with the law and encouraging them to ethical conduct
- Research and draft formal advisory opinions that the Board renders interpreting the Code of Ethics
- Direct, prepare, and give informal written and verbal advice to employees and officials based on the Board's previous opinions, decisions, and orders and the statutory language

- Draft, publish, and distribute ethics advisories, brochures, newsletters, notices, ethics pledges, posters, videos, and other media and maintain the Board's website informing city officials, employees, and the public about the law's requirements and the need to aspire to the highest standards of ethical behavior
- Assist the City and individual departments in developing policies, procedures, and practices to prevent conflicts of interest and to monitor existing policies on outside employment, procurement, and post-employment for compliance with the ethics law
- Report annually on advice given and identify appropriate topics for formal advisory opinions, ethics advisories, training, and FAQs

Enforcement

- Conduct investigations of allegations of ethics violations and prosecute cases before the Board
- Draft, negotiate, and make recommendations regarding settlements of ethics violations
- Draft reports, subpoenas, hearing documents, reprimands, and board orders related to investigations and prosecutions
- Oversee the ethics and compliance hotline, financial disclosure administrative cases, and investigations relating to conflicts of interests, gifts, and financial disclosure
- Collect administrative sanctions levied by the Board; issue private warning letters, cease and desist letters, and private letters of reprimand; and refer cases to the Office of the Solicitor and other investigative and law enforcement agencies
- Report annually on the complaints received by the Ethics Office and the Integrity Line, the investigations conducted, the violations found, and the enforcement actions closed

Financial Disclosure

- Administer the Electronic Disclosure System for the online filing of financial disclosure, conflict-of-interest, gift, and travel disclosure reports required under city law
- Review and evaluate disclosure reports to ensure timely, accurate, and complete disclosure and eliminate potential conflicts of interest disclosed in the reports
- Report annually to the Board on persons who comply with the filing requirements, those who file late, and those who fail to file and prosecute delinquent filers for their failure to file as required by law