

**City of New York**  
**CONFLICTS OF INTEREST BOARD**  
**Job Posting Notice**

<b>Civil Service Title:</b> EXECUTIVE AGENCY COUNSEL	<b>Level:</b> M4
<b>Title Code No:</b> 95005	<b>Salary:</b> \$80,931.00/\$87,277.00-\$150,952.00 <b>Frequency:</b> ANNUAL
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> Director of Annual Disclosure	<b>Work Location:</b> 2 Lafayette St., N.Y.
<b>Division/Work Unit:</b> Conflicts of Interest Board	<b>Number of Positions:</b> 1
<b>Job ID:</b> 469664	<b>Hours/Shift:</b>
<b>Job Description</b>	
<p>The New York City Conflicts of Interest Board is seeking a Director of the Annual Disclosure Unit The Director of Annual Disclosure is responsible for supervising the Annual Disclosure Unit, currently a staff of four. The Directors responsibilities include administering the annual filing requirements pursuant to Administrative Code § 12-110; providing legal guidance to City agencies on interpreting the annual disclosure law; reviewing appeals by filers and drafting decisions on appeals; litigating enforcement actions at the Office of Administrative Trials and Hearings; reviewing reports for potential conflicts of interest; coordinating the continuing development of the electronic filing application by pursuing new strategies and technological advancements; implementing legal mandates regarding disclosure and transparency; working with the City’s Campaign Finance Board and Board of Elections on candidate disclosure requirements; and interacting with state and local legislative bodies concerning legislative initiatives regarding annual disclosure. The Director serves as the liaison to City, State and federal oversight and law enforcement agencies and the media about annual disclosure and will provide written and oral recommendations on all annual disclosure matters to the Executive Director and the members of the Conflicts of Interest Board. The Director will also act as counsel to protect the confidentiality of the Boards records, including by: responding to subpoenas, FOIL requests, and other demands for Board documents; coordinating Board-related litigation with the City’s Law Department; and acting as the Board’s representative for all transparency initiatives such as Open Data, Identifying Law, Government Publications Portal and others.</p>	
<b>Minimum Qualification Requirements</b>	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
<b>Preferred Skills</b>	
<p>Meticulous attorney skills. Discretion, sound judgment, and common sense. Excellent oral and written communication skills. Significant supervisory experience. Extensive knowledge of computer hardware and software programs; substantial experience with online databases and applications.</p>	
<b>Residency Requirement</b>	
<p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<b>Vaccination Requirement</b>	
<p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p>	
<b>To Apply</b>	
<p>To apply for this assignment, please submit your cover letter and resume electronically using one of the following methods: For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID #469664. For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #469664.</p>	
<b>Posting Date:</b> 08/12/2021	<b>Post Until:</b> 11/09/21

**The City of New York is an Equal Opportunity Employer**