



The California Fair Political Practices Commission  
Invites Applications for

## **EXECUTIVE DIRECTOR**

Exempt Appointment

Sacramento, California

MONTHLY SALARY: \$11,324 - \$12,935

Pending Cal HR Approval

**FINAL FILING DATE: May 14, 2013**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

The California Fair Political Practices Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

**The CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION seeks a dynamic individual who can work in partnership with the Chair and the Commission to fulfill both the mission and the goals of the agency for public disclosure and transparency. The Commission is looking for a forward thinking, creative manager who understands the issues facing the Commission and can devise strategies to accomplish the management of the staff and budget and to transform the way that the work is done.**

The Fair Political Practices Commission (FPPC) was created by the Political Reform Act of 1974 (Act), a ballot initiative passed by California voters in 1974 as Proposition 9. The Commission is a bi-partisan independent body of five members overseeing a staff of 80. The Commission meets in formal session to hear public testimony, issue opinions, adopt regulations and make determinations on enforcement actions. The Commission also has a strong public education component to assist agencies and filers to fulfill their requirements under the Act and to inform the public about the activities of the Commission and the law.

If you wish to learn more about the Commission, its functions, and staff responsibilities, please visit our website at: <http://www.fppc.ca.gov>.

### **DUTIES/RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:**

The primary responsibility for the following statutory duties has been delegated to the Executive Director:

- Conducts probable cause hearings
- Reviews and approves conflict-of interest-codes, amendments, and requests for waiver
- Reviews, approves, and signs subpoenas
- Executes oaths and affirmations
- Approves or denies requests for formal legal opinions
- Approves or denies extension of committee deadlines

## KNOWLEDGE AND ABILITIES

Applicants should be able to perform high level administrative functions effectively and should have the personal characteristics of integrity, initiative, dependability, tact and sound judgment.

The candidate must demonstrate the following abilities:

- Management and leadership skills
- Innovative approach to policy, project development and implementation
- Understanding of how to function in a highly sensitive political environment
- Strong written and verbal communications skills and negotiation skills
- Ability to present important and complex information persuasively in the representation of the Commission internally and in public
- Ability to respond quickly and accurately to requests for information and to engage in outreach to the public and agencies and organizations
- Ability to work in a multifaceted environment

In addition, the following qualifications are also desirable:

- Knowledge of the jurisdiction, responsibilities, organization and functions of the California Fair Political Practices Commission and the organization and functions of California state and local government
- Extensive managerial and program administrative experience, which includes substantial responsibility for management functions such as program planning and policy formulation as well as fiscal and personnel management experience including EEO program activities
- Ability to successfully negotiate settlements in the best interest of the people of the State of California

## APPLICATION INFORMATION

Hiring interviews may be conducted with the most qualified candidates. The application will be used only to fill the position of **Executive Director** of the **California Fair Political Practices Commission**. Applications will be retained for twelve months.

## FILING INSTRUCTIONS

Interested applicants must submit all of the following:

- a completed **Standard State Application (Form 678)** <http://jobs.ca.gov/Profile/StateApplication>
- a **current resume**
- a **narrative discussion of the applicant's education, training, experience, and skills**

**Applications must be received by 5 p.m. on May 14, 2013 in the office below:**

California Fair Political Practices Commission  
Personnel Office  
428 J Street, Suite 620  
Sacramento, CA 95814

Questions concerning the application process should be directed to Pennie Conroy at (916) 327-8692.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922***

**GENERAL INFORMATION:** If you desire to be considered for this position, you may file an application. Your application will be available to the Commission along with all other applications. The Commission is not bound to consider only those individuals who apply pursuant to this notice. The California Fair Political Practices Commission reserves the right to consider or not consider any and all applicants. The Executive Director is appointed by the Commission and serves at the pleasure of the Commission pursuant to Government Code Section 83107.