

## **ADVERTISEMENT CLOSES COB 08/15/2025 (4:30 pm EDT)**

Position: Executive Director  
Organization: Kentucky Legislative Ethics Commission  
Location: 22 Mill Creek Park, Frankfort, KY 40601  
Type of Position: Full-Time  
Education Requirement: Law Degree and KY law license preferred

### **ORGANIZATION:**

In 1993, the Kentucky Legislative Ethics Commission was established by an extraordinary session of the General Assembly which enacted the Code of Legislative Ethics. The Commission is an independent authority within the Legislative Branch of state government. It is charged with the enforcement of the Code and is composed of nine citizen members. The Code regulates conduct by legislators, legislative candidates, lobbyists, and employers of lobbyists.

This position is nonpartisan in nature and requires the ability to work with neutrality in a politically charged environment. The Executive Director serves at the pleasure of the Commission and may be removed by the Commission at any time without cause.

### **JOB DUTIES:**

- Manage the operation and program of the Commission.
- Maintain liaison with the Commission members and work closely with Commission Chairperson and Vice Chairperson on issues arising between Board meetings.
- Coordinate Board meetings and other activities of the Commission.
- Manage staff of the Commission.
- Must personally observe and enforce time and attendance policy.
- Coordinate substantive policy and legal research efforts.
- Coordinate Commission's legislative initiatives and implement legislation.
- Develop and monitor budget of the Commission.
- Undertake special projects at the request of the Commission.
- Draft Advisory Opinions on behalf of the Commission and other substantive documents and reports.
- Respond to frequent inquiries about the Code of Ethics, including press inquiries.
- Maintain contact with legislative leaders, legislators, legislative staff, legislative agents, employers, and media on behalf of the Commission.
- Coordinate legal proceedings related to the Commission's work.
- Maintain liaison with other state agencies related to the work of the Commission.
- Maintain contacts and participate in activities related to ethics issues with the Council of State Governments, the National Conference of State Legislatures, the Council on Governmental Ethics Laws, and other national organizations.

- Coordinate the educational program of the Commission for legislators, legislative staff, legislative agents, and employers.
- Make public presentations and participates in seminars and panels on ethics topics.
- Perform other duties as assigned and as needed to run a productive agency.

#### **DESIRED SKILLS AND ABILITIES:**

- Knowledge of management principles and ability to manage and motivate staff.
- Excellent writing skills.
- Thorough knowledge of the legislative process.
- Knowledge of laws, regulations, court decisions, and other information relevant to government ethics.
- Demonstrated ability to research issues and distill information.
- Ability to assist other committees and research issues not related to Commission's jurisdiction.
- Excellent analytical and communication skills.
- Demonstrated ability to meet short deadlines.
- Demonstrated ability to work with other agencies, legislators, lobbyists, employers, and the public.
- Proficiency with current office technology, including office IT general business software such as Microsoft Office.
- Ability to work in a team environment.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Law degree and license to practice law in Kentucky preferred. Minimum of 10+ years in public policy, legislative management, legal analysis, or a relevant field.

#### **SALARY:**

Salary commensurate with experience and qualifications.

#### **HOW TO APPLY:**

Interested applicants should fax, email, or mail their resume and cover letter to:

Executive Director Position

Attn: David L. Nicholas, Chairman

Kentucky Legislative Ethics Commission

22 Mill Creek Park

Frankfort KY 40601

502-573-2929 FAX

Email: [lori.smither@kylegislature.gov](mailto:lori.smither@kylegislature.gov)

Lori Smither, Executive Assistant to the Commission

**NOTE: Application materials must be received by COB 08/15/2025 (4:30 pm EDT) to be considered.**

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