



The Department of Human Resources, on behalf of the City and County of San Francisco Ethics Commission (ETH) is soliciting a proposal to assist the Ethics Commission in selecting an Executive Director. The successful firm will undertake a national search for highly qualified candidates, including developing an electronic recruitment brochure, providing outreach and other marketing services, screening the candidates, developing a short list, recommending top candidates, and providing assistance to the Ethics Commission during the interviews. Please submit your proposal via email to brent.lewis@sfgov.org by Tuesday, May, 26, 2015, 12:00 PT.

Background

The San Francisco Ethics Commission was created by voter approval of Proposition K in November 1993. The Commission acts as filing officer for, and auditor of, financial disclosure statements filed by political candidates and committees and designated City and County employees. The Commission assesses fees and penalties for failure to adhere to deadlines and requirements, audits statements to ensure compliance with contribution limits, administers an education program, and produces educational materials. It is empowered to adopt, amend and rescind, as well as, enforce rules and regulations relating to the registration and regulation of campaign consultants and lobbyists. In addition, the Commission investigates ethics complaints, provides advice on ethical matters and publishes statistical reports.

The Ethics Commission is currently seeking an innovative and seasoned Executive Director who is experienced in the drafting and administrating of laws related to campaign finance regulation, lobbyist and campaign consultant activity, conflict of interest and government ethics. This position will require the ability to establish and maintain working relationships with Commission members, elected and appointed officials, staff, other departments and organizations, media and the general public. Additional information on the Ethics Commission can be found at <http://www.sfethics.org/ethics/>.

Proposals

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in recruitment of similar positions,
2. Examples of recent successful recruitments in the government ethics field, including campaign finance regulation and conflict of interest or other relevant areas,
3. Understanding of challenges associated with the selection of an Executive Director and issues in a municipal government structure such as San Francisco,
4. Experience and expertise of the firm's team that will be involved in the recruitment process, and
5. Schedule and cost proposal.

Contact

Questions on the proposal must be submitted in writing to Brent Lewis, Deputy Director at brent.lewis@sfgov.org.

Communications

Interested parties are directed NOT to contact any employees or officials of the City other than those specifically designated in this proposal. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.