

MAJOR FUNCTIONS

This is administrative and professional work assisting the Ethics Officer in discharging the duties and responsibilities of the Tallahassee Independent Ethics Board. Work involves designing and implementing Ethics education for city officials and employees, planning and executing board meetings and managing internal and external communications. Work is performed under the supervision of the Independent Ethics Officer. Employees are expected to use considerable judgement and skill in carrying out general instructions.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Oversees the day-to-day operations of the Ethics office, manages inventory and calendars, and maintains equipment. Coordinates with city personnel, the Independent Ethics Officer, the board's legal counsel, and board members to prepare materials for monthly board meetings. Schedules and coordinates Board meetings, prepares and distributes agendas and materials, records accurate meeting minutes, and manages logistics and technical support. Maintains confidentiality, issues official communications such as press releases, and ensures compliance with public records laws. Processes purchases, tracks expenses, reconciles balances, and prepares detailed monthly and annual financial reports. Designs, develops, and delivers ethics training programs in both classroom and virtual formats, and coordinates training logistics. Designs and develops written materials, including the Board's ethics guide and annual report.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Ability to work independently. Knowledge and experience in designing, developing, and delivering training. Able to apply adult learning principles to course development and training. Experienced with course creation using Learning Management Systems (LMS) and e-learning tools such as Articulate 360, Captivate, and Camtasia. Clerical skills necessary to manage office operations, manage, track, and document financial transactions, communicate effectively verbally and in writing, and compile reports. Able to maintain confidentiality and work effectively with Board members, City officials, appointees, employees, Board staff, vendors, and the public. Skilled in using Microsoft Office Suite, Adobe Acrobat, and Canva. Experience using Webex, Microsoft Teams, or Zoom.

Minimum Training and Experience

Possession of a bachelor's degree from an accredited college or university and two years of experience in instruction design, instructional technology, education or a related field.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Note: Preference may be given to applicants who have experience processing office expenditures and scheduling/coordinating meetings.

Established: 08-18-25