STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Commissioner of Political Practices **Position Number: 32200001**
Location: Helena, Montana

Department: Commissioner of Political Practices **Division and Bureau:** **Section and Unit:**

Prior Job Descriptions: This is the first job description for this position. There is a prior draft position description [authored by Commissioner Unsworth]. This job description should be viewed as advisory because the Legislature and Governor have final authority in determining the person who holds this position. In particular, the Montana legislature interviews, screens and recommends candidates to the Governor who then appoints the Commissioner, subject to confirmation by the Montana senate.

Job Overview: This position is that of the executive officer in charge of the Office of the Commissioner of Political Practices of the State of Montana, including some direct work responsibility.

Essential Functions (Major Duties or Responsibilities):

The major duties of this job are as follows:

1. 20%. Overall responsibility for all activities of the Commissioner's office (Office), including supervision of those program, budget and office responsibilities carried out by the program supervisor.
2. 20%. Direct responsibility for the policy, legislative, administrative, legal and adjudicative activities performed by the Office, including supervision of the investigator, program supervisor and attorney.
3. 20%. Direct responsibility for accepting and handling Complaints and interpretive requests filed with the Office and then preparing, issuing and explaining to the public any Decisions, dismissals or interpretations stemming from Complaints or requests filed with the Office.

4. 10%. Overall responsibility, working with the Office's legal counsel, for enforcement of Complaint decisions by settlement or by adjudication in the Courts.
5. 10%. Direct responsibility for the legal, administrative, legislative, and public forum positions and actions of the Office.
6. 10%. Overall responsibility, working with the Office's attorney, for updating and maintaining the regulations and policies of the Office.
7. 10%. Direct responsibility for public announcements, positions and explanations of the actions and activities of the Office.

Supervision

The number of employees supervised is: three. The position number for each supervised employee is: 320002, 320009, 3200010

Physical and Environmental Demands: The job is a skilled labor job performed primarily at a desk and has no unusual physical or environmental demands.

Knowledge, Skills and Abilities: The job requires a thorough understanding of Montana's intricate campaign finance laws as well as a practical understanding of the relationship between Montana's election administrators, candidates and the Commissioner's office. The job requires adjudicative, legal analysis, legal and administrative ability as well as experience in budget and personnel management. The job requires the ability to appear in a courtroom, legislative hearing and a press conference. The job required that the Commissioner perform direct work rather than just supervise others who work.

Minimum Qualifications (Education and Experience): The minimum qualifications are a juris doctor or comparable degree from an accredited institution of legal education, a license as a Montana attorney and at least 3 years of experience in litigation or complex administrative adjudication. A dedicated and demonstrated period of experience in dealing with Montana's campaign practice laws may be substituted for the experience. Past management experience is desireable but not a requirement.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Background check

Safety Information

☐ Valid driver's license

☐ Other; Describe

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

	Commissioner	9-17-2013
Immediate Supervisor	**Title**	**Date**
Administrative Review	**Title**	**Date**

My signature below indicates that I have read this job description.

	Commissioner	9-17-2013
Employee	**Title**	**Date**

Human Resources Review

Job Code Title: **Job Code Number:** **Pay Band:**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt ☐ FLSA Non-Exempt

☐ Telework Available ☐ Telework Not Available

☐ Classification Complete ☐ Organizational Chart attached

Union Code

Human Resources:

Signature **Title** **Date**