



**City of Albany
Common Council**

CALL FOR APPLICATIONS

Board of Ethics

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

Title of Position:

Member, Board of Ethics

Term of Appointment:

In order to effectuate staggered terms, one initial member shall serve a term of one year, one shall serve a term of two years, and one shall serve a term of three years. After the appointment of initial members, appointments are typically for a three-year term (except where to fill a vacancy).

The start date and duration of appointments may be affected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

Qualifications of Members:

Members appointed by the Common Council must have been residents of the City of Albany for at least one year and must remain a permanent resident for the duration of their term. The members of the Board shall have demonstrated an active interest in public affairs and service, and shall have reasonably shown the ability to interpret Article 18 of the General Municipal Law and Article II (Code of Ethics) of Chapter 50 (Ethics) of the Code of the City of Albany and to uphold integrity, transparency, and accountability within municipal governance.

In making such appointments, the Common Council shall endeavor to reflect the diversity of the City of Albany. Members of the Board of Ethics shall include individuals with professional backgrounds or those with otherwise demonstrated aptitude in the above.

Position Responsibilities/Duties:

The Common Council is seeking applications for members to the Board of Ethics to execute the powers and duties prescribed by Article 18 of the General Municipal Law to advise on conflicts of interest for municipal officers and employees, with the recommendation of the Corporation Counsel.

Specifically, the Board of Ethics is tasked with:

- Rendering advisory opinions to the officers and employees of the City with respect to Article 18 of the General Municipal Law and Article II (Code of Ethics) of Chapter 50 (Ethics) of the Code of the City of Albany;
- Recommending amendments to the Code of Ethics;
- Conducting hearings and imposing penalties for violations of Article II (Code of Ethics) of Chapter 50 (Ethics) and or/Article 18 of the General Municipal law.

All members of the Board shall undergo annual training on all applicable provisions of law regarding conflicts of interest and ethics at the federal, state, county, and municipal level that are necessary for the fulfillment of their duties.

The Board shall meet as often as necessary to discharge its duties in a timely fashion. All meetings of the Board of Ethics are considered public meetings under the New York State Open Meetings Law.

Members of the Board of Ethics serve **without** compensation.

Statutory Authority:

Article I (Board of Ethics) of Chapter 50 (Ethics) of Part 1 (Administrative Legislation) of the Code of the City of Albany.

Application Requirement:

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council
Attn: Shaniqua Jackson, City Clerk
Room 202, City Hall, Albany, NY 12207
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: commoncouncil@albanyny.gov/
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

Deadline for Applications:

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

Policy Statement

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.