

City of Doral Government Center  
8401 NW 53rd Terrace  
Doral, FL 33166  
305-59 DORAL (305-593-6725)  
[www.cityofdoral.com](http://www.cityofdoral.com)



## **Professional Career Opportunity**

### **Charter Enforcement Official**

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If interested in applying, please submit your resume to Connie Diaz, City Clerk at [connie.diaz@cityofdoral.com](mailto:connie.diaz@cityofdoral.com)

#### **Section 2.07 of the City of Doral Charter: Office of Charter Enforcement**

*The responsibility of the Office of Charter Enforcement (OCE) shall be enforcement of provisions of Federal Law, State Law, County Law, this Charter, City Ordinances, and Regulations. The OCE shall investigate matters including, but not limited to, violations of Federal Law, State Law, County Law, this Charter, City Ordinances, and Regulations related to conduct, public decorum, and ethics.*

#### **JOB SUMMARY**

The OCE shall oversee, and if necessary, investigate all City activities of all elected officials, all Charter Officials, all employees, appointed positions, all persons doing business with the City including but not limited to bidders, contractors, subcontractors, consultants, or subconsultants, or any such entity's officers, agents, employees and any person engaged in lobbying on matters related to the City business as well as any activity which negatively reflects on Doral's government. Duties include responsibility for investigations of complaints to determine compliance with laws, rules, and regulations. Work must conform to the applicable professional standards for audits and investigations of the organization.

#### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts investigations, reviews of all complaints concerning employees, appointed positions, all persons doing business with the City.
- Executes audit and investigative procedures.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Assists in preparation of comprehensive, investigative reports, and determines whether to close investigation or submit to appropriate agency for prosecution.
- Performs other related job duties as assigned.

## MINIMUM QUALIFICATIONS

- (i) Has at least ten (10) years of cumulative experience in one, or in any combination, of the following fields that includes technical and professional education and training that demonstrates competency to assess, analyze, investigate, and/or evaluate information:
  - a. Operational and/or audit experience in the public or private sector.
  - b. Attorney.
  - c. Progressive supervisory experience in an investigative public agency similar to an inspector general's office.
  - d. Federal, state, or local law enforcement officer with experience managing complex investigations involving allegations of fraud, waste, mismanagement, misconduct, and abuse of power.
  - e. Federal or state court judge.
  
- (ii) Bachelor's degree from an accredited college or university.
  
- (iii) Knowledge of Florida laws regarding the requirements and exemptions to Florida's open government laws.
  
- (iv) Ability to communicate effectively, both orally and in writing.
  
- (v) Ability to comprehend and interpret Federal laws, Florida Statutes, Attorney General Opinions, and City policies and procedures.
  
- (vi) Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
  
- (vii) Experience working with local, state, and federal law enforcement agencies and the judiciary.
  
- (viii) Has not been an elected official or employed by the City (in any capacity other than as the City's Charter Enforcement Official or as a member of the OCE during the two (2) year period immediately prior to appointment.
  
- (ix) Has not been found guilty of or entered a plea of nolo contendere to any felony, or any misdemeanor involving a breach of public trust; and
  
- (x) Has not been subject to any finding of a violation, or any other enforcement action, by the Miami-Dade County Commission on Ethics and Public Trust, or the Florida Commission on Ethics.
  
- (xi) Has no immediate family member that is an official; or employee of, or a vendor doing business in the City of Doral.

### **In-house vs. Outsourcing**

No final determination has been made. Therefore, candidates interested in billing the City on an hourly basis for services rendered are encouraged to apply. The Selection Committee will analyze the cost effectiveness of in-house services versus outsourcing. The annual salary or hourly billing rate for services will be competitive and established by the Committee commensurate with level of experience and qualifications of the candidate for final approval by the City Council.

**Compensation:** To be Determined by the Charter Enforcement Selection Committee.

All questions or comments should be directed to the City Clerk at the following email address: [Connie.Diaz@cityofdoral.com](mailto:Connie.Diaz@cityofdoral.com)