

July 23, 2021
NOTICE OF VACANCY

Applications are being taken by the Legislative Council of the Iowa General Assembly for the position of Ombudsman. Applicants should submit a cover letter and a resume by 5:00 p.m. on September 3, 2021, online through the General Assembly's website at <https://www.legis.iowa.gov/careers>. The Legislative Council is an equal opportunity employer.

OMBUDSMAN, STATE OF IOWA

The position of Ombudsman heads the statutorily created Office of Ombudsman that is responsible for independently, impartially, and confidentially investigating, resolving, and making recommendations on complaints against state and local government agencies and officials concerning agency actions that are contrary to law, unreasonable, unfair, or mistaken (see www.legis.iowa.gov/Ombudsman).

The position requires excellent analytical, investigative, legal, and case management skills and extensive knowledge about Iowa state and local government structures, functions, and processes. The ability to communicate effectively orally and in writing with the public and public officials, to train and supervise a staff of professionals, and to prioritize workload is essential. The Ombudsman must be a citizen of the United States and a resident of Iowa. A college degree is required and a law or graduate degree and extensive professional experience in law, investigative, or government relations work is preferred. Previous experience as an Assistant Ombudsman or equivalent additional relevant work experience preferred.

Annualized salary range is \$109,574 to \$155,833 based on experience. Partisan political activity is prohibited.

**JOB DESCRIPTION
OFFICE OF
OMBUDSMAN**

Position **Ombudsman**
Salary: **Grade 45**

Powers

The Ombudsman supervises all employees of the office. The Ombudsman may engage in any of the Powers outlined in Iowa Code Chapter 2C and specifically in Iowa Code Section 2C.9 concerning investigations.

Knowledge, Skills, and Abilities

Extensive knowledge about Iowa state and local government structures, functions, and processes. Ability to identify, research, and analyze factual and legal issues regarding administrative acts and policies of government agencies.

Knowledge about the role, authority, and functions of the office.

Ability to handle or assist on cases of high complexity.

Knowledge and ability to coordinate, supervise, and review work by staff.

Ability to manage and prioritize various tasks or responsibilities.

Ability to effectively communicate orally and in writing with the public and public officials in a professional manner

Ability to use computers and programs, including word processing, email, and the Internet. Ability to use the office's electronic legal research program. Ability to use and make proper entries in the office's electronic case management system.

Special Requirements

Comply with confidentiality requirements under Iowa Code chapter 2C and office policy.

May be required to travel in order to fulfill the assigned duties and responsibilities. Must have a valid driver's license or be able to provide alternate travel ability at no cost to the agency.

Cannot be active in partisan affairs. Cannot enter into and maintain business or employment relationships with individuals in positions over which Ombudsman has jurisdiction. May not hold any other office of public trust, except for that of notary public.

The Ombudsman shall be a citizen of the United States and a resident of the state of Iowa.