

RETIREMENT ADMINISTRATOR

DEFINITION

Under direction, plans, organizes, and directs the activities of the Retirement Office.

DISTINGUISHING CHARACTERISTICS

The Retirement Administrator directs the activities of the retirement staff and is responsible for the management of the City of Fresno Retirement Systems, and serves as the Secretary of the Retirement Boards. The incumbent plans, organizes, and directs the administrative activities. Based on policy direction from the Retirement Boards, the incumbent is responsible for administering the retirement systems; maintaining the retirement investment portfolios; and providing benefit services to active employees and retirees of the retirement systems. The incumbent is expected to address complex issues and to recommend and implement timely and effective solutions. This is an unclassified position in which the incumbent serves at the will of the Retirement Boards.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Responsible for providing staff support to the Retirement Boards and Subcommittees; coordinating the activities of the Boards' investment managers; evaluating the performance of the investment managers; interviewing prospective investment managers; preparing annual budgets and financial statements; and planning, organizing, directing and supervising the work activities of assigned staff.

Responsible for negotiating contractual agreements including the preparation of requests for proposals and review of bids; administering contractual agreements with financial and investment institutions; establishing policy and procedures for enrolling employees in the retirement system; and maintaining related records of employees and retirees who are members of the systems.

Reviews, analyzes and advocates a position on pending legislation affecting the provisions of retirement benefits and payments.

Reviews and approves agendas and minutes for Retirement Board meetings and provides authoritative information to system members regarding the various types of benefits available in the retirement systems.

Develops and directs the implementation of Retirement Office goals, objectives, policies and procedures.

Assumes full management responsibility for the administration and implementation of a variety of retirement programs and services.

Develops and implements new policies, procedures and programs, in order to improve retirement operations or to bring it into conformance with new regulations and laws.

Prepares, manages and coordinates the development of the Retirement Office budget and fiscal administration; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures.

Supervises and reviews retirement benefit calculations and data required to process retirement applications.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

May represent the Retirement Boards at City Council meetings, before other public bodies and with the public, employees and retirees.

Assists in the preparation and recommendation of policy statements, administrative procedures, and municipal code amendments related to Retirement Office functions.

Directs, coordinates and conducts special projects, such as the development of procedures manuals, publication of retirement information booklets, and compilation of financial and actuarial data necessary for administration of the retirement system.

Prepares and administers the retirement systems' budgets.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public employee retirement systems.

Securities investments and money management practices.

Actuarial principles and accounting standards related to retirement systems.

Principles and practices of public administration, personnel management, and supervision.

Governmental financial reporting, accounting and pension administration/payroll systems.

Principles and practices of public personnel administration and management, with particular emphasis on retirement systems.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to:

Plan, organize and direct the work of subordinate staff.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Interpret and apply laws relating to public pension systems, long-term disability, death/survivor benefits and related provisions of California and Federal law.

Prepare clear, concise, and comprehensive reports, records, correspondence and other written material.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or closely related field; and

Experience:

Five years of management experience involving administration of a retirement system with responsibility for monitoring a securities portfolio of a retirement system. Supervisory experience in the administration of retirement programs which included counseling and benefit calculations, preferably in a governmental agency.

Additional qualifying experience may be substituted for the required education, up to a maximum of two years.

Special Requirements

Possession of a valid California driver's license may be required at time of appointment

APPROVED:

Director of Personnel Services

Date