

CITY OF PONTIAC REESTABLISHED GENERAL EMPLOYEES' RETIREMENT SYSTEM

Position Available

Executive Director

The City of Pontiac General Employees' Retirement System, a governmental, defined benefit pension plan, is seeking an individual who is highly motivated, organized, and able to handle multiple projects at once, to serve as its Executive Director. The candidate should be able to set, prioritize and accomplish goals and provide strong leadership and direction to staff and advisors. The candidate should have excellent oral and written communication skills and should have a thorough knowledge of public retirement systems, professional accounting standards and practices, internal controls, human resources management fundamentals, investment management fundamentals and actuarial principles.

DUTIES AND RESPONSIBILITIES:

- Manage the overall operation of the retirement system.
- Organize, coordinate and attend regular and special meetings of the board of trustees and report on retirement matters; maintain the records and minutes of the meetings.
- Supervise and participate in the preparation and maintenance of all retirement system records.
- Provide leadership in the planning, directing, coordinating, and supervising of all activities of the retirement system in accordance with all applicable federal, state, and local laws, including directives and policies established by the board of trustees.
- Work with staff, investment managers, legal counsel and other service providers to accomplish the objectives of the board of trustees.
- Conduct periodic performance reviews of staff.
- Serve as liaison between city departments, governmental authorities and collective bargaining groups.
- Develop and monitor a formal budget for the retirement system.
- Develop board-level policies, procedures, and management systems.
- Interpret and implement policies and procedures for the administration of the benefits of the retirement system.
- Incorporate strategic planning and modern technology into the work place.
- Supervise IT Administration.
- Represent the board of trustees and retirement system on matters of board policy, resolutions at grievance hearings, arbitrations, administrative hearings and court proceedings.
- Ensure the work of the office meets the objectives and standards set by the board of trustees.
- Develop personnel and office policies, procedures, and goal setting.
- Perform other duties as directed by the board of trustees.

Minimum Qualifications: A bachelor's degree plus five (5) years of experience in retirement plan administration.

Additional Qualifications: A Master's degree, experience in a senior leadership or management position and reporting to and working for a Board of Trustees are strongly preferred.

To Apply: Please email a cover letter, resume and salary requirements to Cheryl Krause at ckrause@asherkellylaw.com. Please note that hard copy submissions (including faxed copies) will not be considered. **Deadline for submission is 4:30 p.m. Eastern Standard time, Friday January 27, 2023.**

In your cover letter, please provide three (3) professional references and indicate if we may contact your current employer.

The Board of Trustees for the Retirement System supports workforce diversity. We are an equal opportunity employer.

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