



ASSISTANT EXECUTIVE DIRECTOR – Employees’ Retirement System of Rhode Island

Salary Commensurate with Experience

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the development, planning and implementation of the Retirement Division’s operational and strategic goals and objectives. In coordination with the Executive Director providing oversight of operational functions of the Retirement System. To work on special projects and conduct studies and prepare analyses and reports thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of and serves at the pleasure of the Executive Director. The Executive Director shall establish goals for and evaluate the Assistant Executive Director on an annual basis pursuant to the policies and direction of the Board of Directors. The position works with considerable latitude and will exercise independent judgment. Work will be evaluated for results obtained and conformance to objectives, policies, pertinent laws and regulations.

SUPERVISION EXERCISED: May supervise staff and operations of the Retirement Division at the direction of the Executive Director or in his/her absence.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To work closely with the Executive Director to implement policies and programs established by the Board of Directors.

Assist in developing and implementing strategic plans and goals for the System

Work with the Director to coordinate and supervise daily operations

Ensure compliance with regulations and internal policies and draft when necessary.

Monitor attainment of objectives for system strategic plan

Oversight of hiring, firing, training, evaluation and discipline for Retirement System staff

Assist in budgeting

Maintain scheduling and development of member education

Lead and/or oversee process improvement initiatives

Creation of operational reports and submit them to the Director or other management team members

To maintain current knowledge of System programs as they pertain to state and federal laws and requirements, changes in financial and economic conditions and situations which affect the business of the Division.

To provide assistance to the Executive Director and the Board of Directors regarding retirement matters.



To conduct research into questions activities and practices, explore past practices and alternative methods and activities, and present findings for management and/or Board decisions(s).

To perform all other functions and tasks as assigned, delegated, or requested by the Executive Director; and to do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, CAPACITIES: Management Level Experience with a large public or private retirement system; experience working with boards and committees.

Must have a thorough understanding of defined benefit and defined contribution retirement programs.

Must possess excellent leadership abilities

Must have excellent oral and written communication skills.

Must have an aptitude for problem-solving

Must be able to interpret and apply laws, rules and regulations.

Must possess the ability to develop policies and procedures regarding system operations.

Proven track record of success as assistant director or other similar senior management position

Must be able to manage multiple projects simultaneously and prioritize associated tasks effectively.

Experience in performance and operations management

Knowledge of relevant regulations and quality standards

Proficient in MS Office, relational databases and software (e.g. ERP)

Outstanding communication and public speaking skills

Excellent organizational and leadership skills

Must possess a working knowledge of line-of-business benefit recordkeeping systems

EDUCATION AND EXPERIENCE: Such as may have been gained through possession of a BS/BA in business administration or related field; master's degree from a college of recognized standing is preferable; and

Experience such as may have been gained through employment in an executive capacity involving a retirement operation.

Or, any combination of education and experience that shall be substantially equivalent to
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a **REASONABLE ACCOMMODATION**, then the individual shall not be considered unqualified for the position.



Email Resume to frank.karpinski@ersri.org or send hardcopy to:

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