

PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM

Honoring the contributions and sacrifices of Arizona's public safety employees by providing outstanding service to those who protect and govern our state.

Administrator

\$130,000 - \$275,000

Salary dependent on experience

Open Until Filled

First Review of Applications on September 25, 2019

3010 East Camelback Rd., Suite # 200 Phoenix, AZ. 85016

<http://www.psprs.com/>

The mission of Public Safety Personnel Retirement System is to deliver unparalleled service in providing retirement benefits to Arizona's community of police officers, firefighters, corrections officers, judicial and elected officials. PSPRS serves approximately 60,000 active and retired public employees and is nationally recognized for its administrative and pension management excellence. We offer competitive pay and excellent benefits to those eager to serve our membership and mission. Interested applicants can visit www.psprs.com to learn more about our agency.

PSPRS is seeking an Administrator with an open and transparent servant leadership style with the integrity necessary to maintain the standard of excellence required in serving our pension plan participants. The ideal candidate will effectively represent the Board of Trustees and demonstrate ethical leadership in overseeing and managing the daily administrative operations of the System.

JOB SUMMARY:

The Administrator is appointed by the Board of Trustees and is charged with the oversight of administration and pension management operations to ensure, with the Board's direction, alignment with both the mission and goals of PSPRS. To meet this challenge the Administrator manages a team of division leaders to prioritize initiatives and lead the forward progress of the organization to maintain a strong and stable pension fund. The Administrator's responsibilities are detailed in the PSPRS governance manual and include the following:

MAJOR RESPONSIBILITIES/FUNCTIONS:

- Provide leadership for the System staff in implementing the programs necessary to achieve the mission, goals and objectives established by the Board of Trustees.

- Manage the day-to-day affairs of the System, Plans and Trust in accordance with applicable legislation, the charter and policies established by the Board of Trustees.
- Provide support to the Board in establishing all policies of the System.
- Develop and recommend to the Board: the organizational structure of the administrative system, strategic plans, and the annual administrative budget.
- Responsible for supervising, monitoring, and overseeing the Chief Investment Officer to ensure the assets of System are invested subject to applicable legislation and the policies, rules, and direction of the Board.
- Review the compliance reports of the Compliance Officer and assure that the Board of Trustees is promptly made aware of any material concerns.
- Assure effective and efficient administration of member benefits to include: accurate payment of benefits, accurate accounts, and high quality service.
- Establish and maintain an adequate system of accounts and records for the System and Plans, which shall be integrated with the employers' accounting systems.
- Implement appropriate internal financial and accounting controls to safeguard the Trust assets.
- Assure effective and timely communications and working relationships with Plan members, Local Boards, and employers on benefits and other appropriate matters relating to the administration of the System.
- Monitor new or proposed changes to legislation that could affect the System or its Plans; initiate, support or oppose legislative proposals affecting the System or its Plans, as directed by the Board of Trustees; and provide information as requested to the Legislature on the impact of proposed legislation, consistent with the policies of the Board of Trustees.
- Provide the Board of Trustees with relevant, appropriate and timely information to enable the Board to properly carry out its oversight responsibilities. Furthermore, the Administrator will apprise the Board in a timely manner of all significant issues, problems, or developments pertaining to the System, Plans and Trust, and provide recommended courses of action as appropriate.

QUALIFICATIONS (Knowledge, Skills and Abilities):

- Bachelor's degree with preference for an MBA, MSF or equivalent.
- Experience working with a Board, communicating with a Board, and implementing Board directives.
- Demonstrated success in leading an organization in alignment with a clear mission.
- Financial knowledge to include: principles of accounting, investments, and actuarial data preferably in government pension fund environment.
- Ability to utilize information to develop an action plan for the implementation of both short and long term goals.
- Strong leadership and management skills including: managing through subordinate staff, developing and retaining the talent of an effective management team, establishing effective communication throughout the organization, and fostering a culture of accountability and integrity.

- Ability to build effective relationships with stakeholders outside the organization.
- Proven analytical and problem-solving skills and effective organizational skills to prioritize and execute tasks.
- Effective communication skills with the ability to listen to others and foster a culture of transparent and inclusive communication.
- Knowledge of applicable Federal and State laws, rules, regulations, policies and practices related to pension plans.

BENEFITS:

At PSPRS, we promote the importance of work/life balance by offering workplace flexibility, a learning environment and a team oriented culture. Among the many benefits of a career with PSPRS, are 10 paid holidays per year, accrual of sick and annual leave, affordable medical benefits, participation in the Arizona State Retirement Plan (after 6 months of employment), optional participation in a 457 deferred compensation program, and employer matching on employee deferrals in the 457 plan (limited to a matching of 6% of salary on a per pay period basis).

APPLICATION INSTRUCTIONS

Apply online at <https://azstatejobs.azdoa.gov/ltmprod/xmlhttp/shorturl.do?key=32Q9>. The first review of applicants will take place on September 25, 2019. The position will remain open until business needs are met.

If you have any questions regarding this job posting, please contact Chairman Will Buividas at WBuividas@psprs.com or 602-316-6036.