

POLICE & FIRE DEPUTY EXECUTIVE DIRECTOR-ASSISTANT ADMINISTRATOR

Salary Range: \$115,000 to \$130,000

The Deputy Executive Director-Assistant Administrator assist the Executive Director-Administrator in the management and day-to-day administration of the Police and Fire Pension Fund (the "Fund") in accordance with rules, regulations, programs, procedures, and policies enacted by the Board of Trustees and in conformity with applicable laws, Ordinances, Resolutions, and Charter provisions. General supervision over the position is provided by the Executive Director-Administrator. Primary responsibilities include the following:

- Assists the Executive Director-Administrator in the day-to-day management and administration of the Fund.
- Develops policies, procedures, pension bulletins, forms, booklets, brochures, and reports to accomplish the effective and efficient administration of the Fund for the benefit of members.
- Works with the Executive Director to prepare, update, and compile Operating Rules and Regulations, Statements of Investment Policy, Summary Plan Descriptions, and Procedures Manuals covering various facets of the Fund's operations.
- Conducts and prepares memoranda, spreadsheet, reports, internal audits, analyses, and undertakes special projects, presentations, and assignments as directed by the Executive Director-Administrator and the Trustees.
- Drafts Ordinances in coordination with Executive Director for presentation to the Board in order to implement new benefit programs and to address clarifications and refinements in various Ordinance Code provisions as necessary for the efficient and effective administration of the Fund.
- Manages the provisions of the Restated Agreement executed between the Trustees and the City.
- Monitors the renewal of various professional service contracts with money managers, actuaries, and accountants.
- Coordinates with Pension Controller to monitor cash balances and asset allocations to determine the need for periodic asset liquidations and transfers between money managers and makes recommendations to Executive Director.
- Involvement in systems development and in the various modifications to data systems, programs, and reports in conjunction with the Fund's data base.
- Develops work papers and schedules involving the investment portfolio and related information for use by the Fund Actuary in conjunction with periodic actuarial valuations and for GASB disclosures. Acts as liaison to the Fund Actuary in support of actuarial reporting requirements.
- Represents the Fund on speaking engagements at conferences.
- Develops Requests for Proposals for periodic Investment Advisory services solicitations and in the review of responses for the purpose of identifying potential finalists for interviews.
- Provides testimony on Plan Benefit for divorce cases involving plan members.

- Manages lease agreements for tenants occupying space in the Pension Fund Administration Building and lease agreements for firms leasing spaces in the Fund's Parking Garage.
- Responsible for the initial development of the Fund's Annual Budget for approval by the Trustees and transmittal to the City Council.
- Responds to member inquiries and provides various consultations with members in conjunction with plan benefits.
- Communicates clear direction, manages for results and leads organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.

Position Requirements: A ten-year combination of education and/or professional experience in the areas of compensation, benefits, pensions, investments, accounting, actuarial science, reporting, or data systems. Knowledge and experience in the administration of pension retirement programs and in the management of investment portfolios is required. Bachelor's or Master's degree is preferred. Understanding of Florida Statutes 112, 175, and 185. Commissioned as a Notary Public is required within 6 months. Must be bondable. Must successfully pass drug screen and background investigation to include civil and criminal.

The City of Jacksonville provides a wide array of benefits to meet the diverse needs of our employees. Our comprehensive benefit programs include medical, dental and vision plans; life insurance coverage for you and your dependents; flexible spending plans for medical reimbursement, dependent care, parking, and transit expenses; an employee assistance program for you and your dependents; a 457(b) tax-deferred compensation plan to supplement your retirement, and a ROTH IRA plan. We also provide an extensive wellness program that includes a health intervention program if qualified, lunch and learns, health fairs, and discounted gym memberships. Please visit the Employee Benefits website for details on all the plans we offer.

www.coj.net/Departments/Central-Operations/Human-Resources/Employee-Information/Employee-Information.aspx

A graduated personal leave plan that begins with 20 days of annual leave per year along with 12 paid holidays. Employee will also become a member of the 401(a) Defined Contribution Plan established by the board.

Approved: 10/4/13

Revised: 2/3/14, 2/28/14, 3/21/14