

## **POLICE & FIRE EXECUTIVE DIRECTOR/ADMINISTRATOR**

The Executive Director/Administrator reports to the five-member Board of Trustees of the Police and Fire Pension Fund and performs highly responsible, professional work in executing the decision of the board. Acts as the Board's Chief Liaison with Money Managers, Fund Evaluator, Consultants, Actuary, Auditor, Custodian Bank, fund Treasurer, Fund General Counsel, Fund Medical Director, other financial institutions, Pension Advisory Committee, and governmental agencies concerning the Fund's investment, securities, polices, and procedures. Work is performed independently with little or no daily supervision. Performance is reviewed by the Board annually. Primary responsibilities include the following:

### **EXAMPLES OF WORK:**

- Plans, formulates, and recommends for the approval of the Board of Trustees of the Police and Fire Pension Fund, policies, programs which will further the objectives of the Police and Fire Pension Fund.
- Administers the asset allocation and the investment policy for the fund's portfolio of investments and securities.
- Researches, analyzes, and monitors the financial, technological, and demographic factors which may affect the present and future needs of the Pension Fund.
- Presents the annual budget to the Board for approval.
- Reviews authorized expenditures; recommends budgetary adjustments as needed.
- Maintains personal contact with the membership to the greatest degree possible.
- Handles concerns and questions from members of the Fund, retirees, appointed and elected officials and administrative staff, conferring with the Board on cases requiring special attention or Board action.
- Plans, coordinates, and directs a public relations program, meeting with the press and representing the Board at official functions, governmental meetings, and annual pension meetings with the membership.
- Insures that the Fund's physical assets and other properties are appropriately safeguarded.
- Serves as Personnel Officer and conducts annual performance evaluations of administrative staff.
- Supervises the production and distribution of the required annual report on the status of the pension fund, to the State Division of Retirement, and pension fund members.
- Publishes newsletters informing the membership of pertinent issues and significant factors influencing the pension fund.
- Performs related work as required by the Board of Trustees, or as provided by law.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of laws and policies governing fiscal administration of pension fund.
- Knowledge of effective business methods and investment procedures.

- Strong working knowledge of financial matters and terminology as it pertains to institutional investments.
- Ability to analyze complex data and reports and communicate same to the appropriate body.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to establish and maintain an excellent working relationship with the press, government officials, fund members, and the general public.
- Must have strong oral and written communication skills.
- Ability to effectively manage time to maximize available resources.

**Position Requirements:**

- Bachelor's degree from accredited college or university is required.
- At least five (5) years of progressively responsible administration experience in employee pension funds (preferably public), banking, brokerage, municipal finance, or a related field.
- Certification in Retirement Administration and/or Retirement Counseling is required within 12 months.
- Commissioned as a Notary Public is required within 6 months.
- Must be bondable.

**Pre-Employment Screening will consist of the following:**

- Drug Screen
- Background to include: Driving, Employment, and Credit Check

**Other Notes:**

- Transportation is provided or transportation allowance
- City of Jacksonville Benefits to include health, dental, and vision
- Defined Contribution with 8% employee match (subject to maximum distribution according to federal law)

**Approved:**