



**JOB ANNOUNCEMENT
DEPUTY EXECUTIVE DIRECTOR**

This is not a Civil Service position.

Completion of a four year bachelor's degree in business or related field from an accredited university or college is required. A master's degree in business or related field is preferred. In addition at least five (5) years of supervisory experience, or an equivalent combination of education and experience. Preferred experience should include benefit work, work with IT programmers, actuaries, taxes, accountants, attorneys or investment consultants. Knowledge of institutional investments, taxation and working with an oversight Board is preferred as well.

TYPICAL DUTIES:

Performs duties of the Executive Director in his or her absence. Works with auditors, IT professionals, actuaries in the normal course of annual accounting, audits and actuarial valuations. Reviews internal controls to assure their adequacy and accuracy. Acts as a liaison with other City Departments and effectively communicates pension initiatives to stakeholders such as retirees, participants and the public as may be required. Develops with staff effective employee communication tools which include but are not limited to the Summary Plan Description, annual reports, financial reports, employee benefit statements, web pages and newsletters. Makes presentations to employee or retiree groups as circumstances may warrant. Responsible for advising the Benefits/Budget and Retiree/ Accounts Payable Specialists. Assists in the development of the annual operating budget, monitors Trust investments and participates in asset management as directed by the Executive Director or the Board. Supervises assigned personnel. Participates in the evaluation of the staff, trains, assigns and reviews the work of pension staff and makes recommendations thereto. Assists the Executive Director in representing the Trust on retirement issues, implementing Board policies and in her or his relationship with the Board of Trustees. Analyzes and reports on pending legislation and determines the potential impact to the Trust.

KNOWLEDGE, SKILLS, AND ABILITIES:

Specific knowledge of pension laws, and polices necessary for the administration of the Trust. Knowledge of public fund accounting, taxes, pension and benefit administration (personnel and payroll) systems. Knowledge of Board and City governance practices, actuarial valuations, budgets, auditing and legal requirements related to Trust operations. Effective communication skills both verbal and in writing. Past supervisory experience.

Ability to establish and maintain effective communications with staff, participants and retirees, the Board, City officials and the public. Ability to plan, coordinate and supervise the work of subordinates; effectively address work challenges and present statistical and administrative reports in a clear and concise manner. Skill to maintain an effective positive relationship with the pension staff and Board of Trustees.

1039 Chelsea Street • El Paso, Texas 79903 • (915) 212-0112 • Fax (915) 212-0113
www.eppension.org

Trust in a secure future



OTHER JOB CHARACTERISTICS:

FILING PERIOD:

September 13, 2019 to September 20, 2019

HOW TO APPLY:

Resumes will be accepted from qualified candidates Monday through Friday between 7:00 AM and 6:00 PM. Resumes will be accepted by fax to (915) 212-0429, by email to chavezkx2@elpasotexas.gov, can be filed in person or mailed to the Executive Director of the City of El Paso Employees Retirement Trust, 1039 Chelsea St., El Paso, TX 79903. Please include your salary expectation with resume. However, the salary range at the time of hire will be limited to between \$67,360 and \$81,909. All resumes must be received before the close of business on September 20, 2019. However, the Board reserves the right to extend the deadline to provide resumes. Applicants with college or university degrees are requested to attach or provide an official transcript with the resume.

HIRING PROCESS:

The Trust will evaluate applicants and resumes. Interviews may be scheduled for some but not all candidates. The successful applicant will become a contract employee of the Board of Trustees of the City Employees' Retirement Trust and inure to only the benefits available to such employees. The successful candidate will be required to comply with all of the Trust's Personnel Rules and Regulations as may be amended. A background check will be performed. A copy of the Trust's Personnel Rules and Regulations is available in the office of the City of El Paso Employees Retirement Trust.

NOTICE:

In accordance with the Texas Public Information Act, information from your application and or resume may be subject to release to the public.

This is not a Civil Service Position. Successful applicant will be employed by the Board of Trustees of the City Employees' Retirement Trust as a contract employee. Any applicant currently employed by the City of El Paso will be required to terminate their current employment.

JOB DESCRIPTION**POSITION: RETIREMENT TRUST DEPUTY EXECUTIVE DIRECTOR****CHARACTERISTICS OF POSITION:**

Performs work under the direction of the Executive Director. The Deputy Executive Director is a professional who is responsible for the administration, supervision of operations, staff and implementation of special projects assigned by the Executive Director. The Deputy Executive Director may act for the Executive Director in his or her absence and performs related duties as assigned.

TYPICAL DUTIES:

1. Performs duties of the Executive Director in his or her absence. Works with auditors, IT professionals, and actuaries in the normal course of annual accounting, audits and actuarial valuations.
2. Acts as a liaison with other City Departments and effectively communicates Trust initiatives to stakeholders such as retirees, participants and the public as may be required.
3. Analyze and interpret all investment data given by consultant, investment managers, and market news outlets.
4. Assists in the development of the annual budget, monitors Trust investments, and participates in asset management as directed by the Executive Director or the Board.
5. Supervises assigned personnel. Participates in the evaluation of the staff, trains, assigns and reviews the work of Trust staff and makes recommendations thereto.
6. Develops with staff effective employee communication tools which include but are not limited to the Summary Plan Description, annual reports, financial reports, employee benefit statements, web pages, and newsletters.
7. Makes presentations to employee or retiree groups as circumstances may warrant.
8. Responsible for advising the Benefits/Budget and Retiree/Accounts Payable Specialists.
9. Assists the Executive Director in representing the Trust on retirement, implementing Board policies and in her or his relationship with the Board of Trustees.
10. Analyzes and reports on pending legislation and determines the potential impact to the Trust.
11. Responsible for bidding and maintaining relationships on items/services needed for the Trust administration building.
12. Work with the Executive Director on creating agendas for Committee meetings and Board meetings.
13. Reviews internal controls to assure their adequacy and accuracy.
14. Responsible for notating on all Committee meetings and Board meetings.
15. Work with the Executive Director on creating minutes for all Committee meetings.
16. Responsible for maintaining cash transfers with the Trust's custodial bank.

EDUCATION AND EXPERIENCE:

Completion of a four-year bachelor's degree in business or related field from an accredited university or college is required. A master's degree in business or related field is preferred. In addition at least five (5) years of supervisory experience, or an equivalent combination of education and experience. Preferred experience should include benefit work, work with IT programmers, actuaries, taxes, finance, accountants, attorneys or investment consultants. Knowledge of institutional investments, taxation and working with a Board is preferred as well.

KNOWLEDGE, ABILITIES AND SKILLS:

Specific knowledge of the Trust plan documents, pension laws, and policies necessary for the administration of the Trust. Knowledge of public fund accounting, taxes, pension and benefit administration (personnel and payroll) systems. Knowledge of Board and City governance practices, actuarial valuations, budgets, auditing and legal requirements related to Trust operations. Effective communication skills both verbal and in writing.

Ability to establish and maintain effective communications with staff, participants and retirees, the Board, City officials, and the public. Ability to plan, coordinate, and supervise the work of subordinates; effectively address work challenges and present statistical and administrative reports in a clear and concise manner. Skill to maintain an effective positive relationship with the Trust staff, Board of Trustees and third parties.