

JOB AD FOR PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF NEW MEXICO

EXECUTIVE DIRECTOR – PUBLIC EMPLOYEES RETIREMENT

ASSOCIATION OF NEW MEXICO (PERA)

(SALARY UP TO \$161,123.25)

The Executive Director reports to the Board of Trustees of this \$11 billion public retirement system. Responsibilities include administration of Board policies and programs, overseeing fiscal management and operations of PERA, coordination with other N.M. state agencies, including the New Mexico Legislature, and other outside agencies.

Ten years of increasingly responsible management experience, including five years administration and supervisory responsibility and demonstrated strength in fiscal management and budgeting; experience working with a board of directors; experience in the legislative process; experience in pension, retirement or similar organizations.

Education: Bachelor's degree, major emphasis in management with technical disciplines related to pension management. Advanced professional degree preferred.

Licensure/Certification: Certified Pension Professional, CFA, CPA or JD desirable.

**POSITION DETAILS**

This is a full-time job requiring not less than 40 hours per week. Incumbent supervises the administration of board policies and assigned programs and activities of NMPERA; provides leadership to PERA employees in terms of collegiality, initiative and ethical conduct; coordinates assigned activities with other state divisions, the legislature and outside agencies; and provides responsible and complex administrative support to the NMPERA board.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the board

Exercises direct supervision over supervisory, professional, technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential responsibilities and duties may include, but are not limited to the following:*

1. Plan, direct, coordinate work of assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to resolve problems.

2. Achieve the long term policies and strategic objectives established for PERA by the board, including:
  - a. Determine appropriate methods for attaining the board-established policies and strategic objectives;
  - b. Direct PERA employees in the furtherance of those objectives, and
  - c. Ensure the management activities and decisions are within board-approved policies.
3. Facilitate the efficient operation of PERA and the board's committees.
4. Act as a liaison for communication and information flow between the board and PERA employees, ensuring effective internal communications.
5. Regularly advise and consult with outside organizations, membership constituency groups, employers and the legislature, ensuring effective external communications.
6. Manage essential public relations for PERA, maintaining a positive public image.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of supervision, training and performance

Operational characteristics, services and activities of a pension program

Actuarial principles and their statistical application

Fundamentals of the securities industry

Principles and practices of budget preparation and administration

Legislative process, NM experience preferred

Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work

Make sound decisions and/or recommendations

Communicate clearly and concisely, both orally and in writing

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Research, analyze and evaluate new service delivery methods and techniques

Oversee and participate in the management of PERA's operations, services and activities

Oversee, direct and coordinate the work of staff

Delegate effectively

Select, supervise, train and evaluate staff while providing equal employment opportunities to all PERA employees

Develop and administer operational goals, objectives and procedures

Prepare and administer large and complex budgets

Prepare clear and concise administrative financial reports

Interpret, explain and/ or apply Federal, State and local policies, laws, regulations, court decisions and proposed legislation

Initiate recommendations to the board

### **WORK CONDITIONS**

Normal office environment with limited, but regular, in-state and out-of-state travel.

Deadline to receive letters of interest with resumes and references February 27, 2012.

Jane Clifford, Executive Assistant

Public Employees Retirement Association of New Mexico

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Or 33 Plaza La Prensa, Santa Fe, New Mexico 87507 (by UPS/FedEx,  
etc.)

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