

EXECUTIVE DIRECTOR

ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

The Arkansas Public Employees Retirement System (APERS) Director is responsible for directing and managing APERS, a public employee pension system with over \$8 billion in assets and over 45,000 members. The APERS Director administers the employee retirement system, providing services to members and retirees through the communication of available benefit options, managing investment portfolios, and directing a staff of financial professionals. The APERS Director reports to a nine-member board of trustees.

The successful candidate will have a minimum of five (5) years of executive experience reporting directly to corporate or public leadership. Professional accounting/financial licensure, three (3) or more years working with investments or retirement systems, and/or an advanced degree in business administration, accounting, finance, economics, public administration, or related fields are preferred. The successful candidate must demonstrate leadership qualities, highly effective written and oral communication skills, and a passion for customer service.

The APERS Director serves at the pleasure of the APERS Board of Trustees and is responsible for the day-to-day administration of the Arkansas Public Employees Retirement System and Serves as Chief Investment Officer and Secretary to the APERS Board of Trustees. The Executive Director also manages, directs, plans, coordinates, and organizes employees, retirement operations, programs, and projects. Develops and administers plans and policies. Establishes and defines system goals, strategic plans, guidelines, and procedures.

In addition, the APERS Executive Director serves as liaison for the agency to executive and legislative officials, membership, agencies, and the general public, and also serves as liaison between actuarial and investment staff/consultants and the board. In addition, the Executive Director serves as the board's chief communicator, traveling the state to attend meetings with retired and active members and is responsible for drafting and directing agency legislation and lobbying for legislative changes to support the mission of the agency.

Further, the Executive Director appears in court as an expert witness, interprets state and federal laws and regulations, and develops and implements the agency's biennial budget. The Executive Director will also perform other duties as assigned.

Knowledge, Abilities, and Skills: Knowledge of state and federal retirement systems plan administration, employee benefits laws, and processes, and administrative practices and procedures. Knowledge of retirement systems and actuarial principles and procedures. Knowledge of APERS organizational and operational structures and agency policies and procedures. Knowledge of customer service principles and processes. Knowledge of various

investment strategies, risks, and opportunities. Ability to monitor and evaluate agency operations. Ability to research, interpret and apply state and federal legislation, policies and procedures. Ability to plan, lead, motivate, support, supervise and evaluate the work of subordinates. Ability to identify and resolve complex problems, develop improvements to work processes, and achieve goals. Ability to communicate via verbal or written methods to varied audiences. Ability to build and maintain effective working relationships.

Minimum Education and/or Experience: A bachelor's degree in business administration, accounting, finance, economics, public administration or a related field. Five (5) years of executive experience reporting directly to corporate or public leadership, including three (3) years in a supervisory or managerial capacity. A background check will be required.

Preferred Qualifications: Professional accounting/financial licensure, three (3) or more years working with investments or retirement systems, and/or an advanced degree in business administration, accounting, finance, economics, public administration, or related fields are preferred.

Salary Range: \$149,862.00 - \$181,500.00 per year.

This is a full-time job located in Little Rock, Pulaski County, Arkansas. If interested, please submit an online application at:

https://www.ark.org/arstatejobs/index.php?ina_sec_csrf=71173f6de23d9ff7c84142110de9af6d&

For questions, please contact Jay Wills at the Arkansas Public Employees Retirement System, (501) 682-7856 or at jay.wills@arkansas.gov

This application period expires December 21, 2018.