

City of Dallas
Classification Specification

Title:	Retirement Fund Administrator	Class Code:	24307
Application:	Single Classification	Pay Grade:	Miscellaneous
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Responsible for managing the Employee Retirement Fund. This position is responsible for providing professional guidance, advice, and assistance to the Board of Trustees in the establishment of operational policies and guidelines for the Fund.

Essential Functions:

1. Directs through and Assistant Administrator the investment analysis and administrative functions of the Fund to include analysis of current portfolio, disbursement of \$13 million in retiree benefits annually, and counseling on retirement options, and communication of benefits to Fund members.
2. Analyzes rates of return, risk and market projections on a variety of investment instruments and makes recommendation to the Board as to the most beneficial investment to make.
3. Analyzes investment and administrative problems, objectively identifies viable alternative solutions, and makes sound recommendation for the Board's consideration.
4. Analyzes and interprets investment reports and recommendations submitted by investment consultants and staff to ensure their activities are consistent with Board established policy and sound business practices. Recommends changes in services based upon consultant performance/achievement as needed.
5. Coordinates research from various sources and synthesizes information into a format useful for Board decision-making.
6. Supervises the election of new employee members to the Board of Trustees.
7. Coordinates investment manager activities including monitoring modifying assets mix and cash flow determination.
8. Works with the Board and actuaries to determine reasonable actuarial assumptions.
9. Prepares annual financial reports and distributes to Fund members and other interested organizations.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of fundamental actuarial principles, theory, and practice of investment management, pension plan design, accounting principles related to defined benefit pension plans, fundamentals of business law, and basic principles of management.

Ability to effectively interface with a lay Board of Trustees, City Employees and City Management.

Ability to supervise others.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

