

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Assistant Employee Retirement Administrator</b>	<b>Class Code:</b>	<b>24741</b>
<b>Application:</b>	<b>Single Classification</b>	<b>Pay Grade:</b>	<b>Miscellaneous</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/94</b>
		<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Manages the accounting data processing and financial control systems for the investment performance aspect of the Employee Retirement Fund and the accounting systems for the proper disbursement of retirement benefits.

**Essential Functions:**

1. Performs continuous monitoring of the investment program performance by preparing routine financial reports and statements, and a variety of other financial status reports for the Board of Trustees to review.
2. Supervises including hiring, training, performance review, and other personal actions to ensure productivity and quality standards are maintained.
3. Oversees the development and enhancement of accounting data processing and financial control systems to ensure the most cost-effective methods.
4. Maintains liaison with investment managers, consultants, and custodian bank to ensure compliance with existing investment guidelines and contracts, and to review objectives and determine future strategies.
5. Monitors custodian's daily collection procedures to ensure timely collection of interest and dividends and proper investment of short-term securities.
6. Oversees the accounting data processing systems for the distribution of the routine pension payroll to ensure retirees receive proper and timely disbursements.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Thorough knowledge of administration and practices related to investment management of employee retirement funds.

Knowledge of state, federal laws, and city ordinance governing employee retirement plans.

Knowledge of automated accounting systems and financial reporting concerning employee retirement funds and benefit disbursements.

Knowledge of principles of management and ability to supervise a staff.

Ability to communicate effectively both orally and in writing.

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.

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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.

