

**Title:** Retirement System - Administrator

**Class Code:** 1094

**PG:** PB4

**Date:** 09/08

**Status:** Non-Civil Service

**Position Reports to:** Lakeland Retirement System Board of Trustees

**Department:** Lakeland Retirement System

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible professional work involved in the planning, directing and coordination of the Lakeland Retirement System which consists of the City Employees Pension Plan, the Firefighters' Supplemental Pension Plan, the Police Officers' Supplemental Pension Plan, the Defined Contribution Plan, the Deferred Compensation Plan, the FICA Substitution Plan and the Health Reimbursement Plan. Serves as Secretary to the Retirement Board, the Firefighters' Supplemental Pension Board, and the Police Officers' Supplemental Pension Board. Duties are performed in conformance with pension and retirement laws, City Charter provisions and municipal administrative policies including detailed financial and participant reporting to the three Retirement Boards, the City of Lakeland and the State of Florida. The incumbent is expected to exercise considerable independent judgment in developing and administration of a multi-faceted public retirement system. Work is subject to review through discussion and analysis of program accomplishments and is performed with decision making under the general direction of the three Retirement Boards. Incumbent interacts on a continuing basis with employees, Department Directors and City Management in a consultative capacity.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes and directs all functions of the Lakeland Retirement System.
2. Implements directives and policies of the Boards of Trustees.
3. Secures and provides the Boards with interpretations of the pension related statutes, rules and policies. Specific emphasis on Florida Statutes Chapters 112, 175 and 185 and federal pension laws and regulations.
4. Directs the preparation of all state mandated reports, actuarial evaluations and audits of the various pension plans sponsored by the City.
5. Develops Requests for Proposals for the procurement of Investment Managers, Financial Services, Custodial Services, Actuarial Services and other services in support of the multifaceted Retirement System.
6. Works in coordination with the Operations and Budget Committee to develop recommended policies implementing the specific provisions of the City pension plans and in the preparation and administration of the agency budget. Reviews budget to ensure accountability of expenditures and conformance to benchmarks established by the Lakeland Retirement System Board of Trustees.
7. Works with legal counsel to provide input in the drafting of ordinances to effect necessary changes to plans and, when required, directs the preparation of actuarial impact statements and submission to the appropriate State of Florida agencies.
8. Reviews investment reports, investment management ADVs, monitors security trading activity, conducts due diligence reviews of investment related service providers and reports to the responsible pension board as necessary.
9. Develops and supervises financial planning, retirement planning and health care savings employee education programs.
10. Plans and reviews the work of a staff of professional employees.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs special assignments and related work as may be required.

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**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Extensive knowledge of the laws, regulations, principles and practices of public pension plan administration.
2. Extensive knowledge of municipal governmental functions and organizations.
3. Extensive knowledge of investment principles, practices and terminology
4. Extensive knowledge of accounting procedures, actuarial concepts and application as applied to public pension systems.
5. Knowledge of and ability to apply the provisions of Federal and State statutes related to public pension systems including Chapters 112, 175 and 185 of Florida Statutes.
6. Thorough knowledge of modern office practices and procedures.
7. Ability to communicate clearly and concisely both orally and in writing.
8. Ability to establish and maintain effective working relationships with Board Members, City Management, Department Heads, employees, retirees, and the general public.
9. Ability to plan, assign and coordinate the activities of subordinates.
10. Ability to analyze and make sound and prompt judgment in decision making process.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in business administration, public administration or finance with considerable course work in finance. Masters degree in similar or related field preferred.
2. Six (6) years experience in progressively responsible pension plan administration and pension fund management.
3. Experience that is determined to be directly related and equivalent to the foregoing specified requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license
2. Must possess and maintain a valid telephone.
3. Must possess or secure certification as a Public Pension Trustee within two years of appointment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.