

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Executive Administrator to Retirement Board of Authority

(Executive Salary Range)

Job Code:

CLASS PURPOSE

The Executive Administrator reports directly to the Retirement Board and works collaboratively with the Chancellor, Vice Chancellor of Finance and Administration, Vice Chancellor of Human Resources and Employee Relations, Peralta Community College District Counsel, Discretionary Trustee Bank, Investment Advisors, Retirement Board Legal Counsel, and other Post-Employment Benefits Bond (OPEB) Program consultants and organizations.

DISTINGUISHING CHARACTERISTICS

The Executive Administrator is a principal management position responsible for providing independent and technical advice and assistance on all matters relating to the Retirement Board as the fiduciary for OPEB investments, including the Peralta Investment Trust. A primary responsibility is insuring that the actions of the Retirement Board are fulfilling all aspects of the Retirement Board's fiduciary responsibilities of duty of loyalty, duty of care, and duty of prudence.

Under the direction of the Retirement Board, the Executive Administrator plans, organizes, directs, reviews, and coordinates the administrative and investment activities of the OPEB Trust, in accordance with the governing documents and applicable California and Federal Laws; manages and provides direction and oversight for all functions and activities of the Retirement Board and related departments; fosters cooperative relationships among departments, other inter-governmental and regulatory agencies, as well as public and private groups.

This position has the responsibility for day-to-day management and oversight of OPEB Trust, implementing and monitoring Retirement Board policies and procedures, and coordinating the activities of investing, consulting, and contracting, on behalf of the Retirement Board; preparation of the Annual Financial Report, annual audit, quarterly financial updates, financial policy, and other administrative operations; interface with the Vice Chancellor of Human Resources and Employee Relations for retirement data verification, the Vice Chancellor of Finance and Administration for financial reports and activities related to the OPEB Program, the actuarial firm responsible for actuarial reports, and other public and private program

consultants; and point of contact for questions from retirees requiring ability to interpret and simplify information.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS

- Support the Retirement Board, including recommending, implementing, and monitoring established bylaws, policies and procedures, and recommending necessary revisions to such bylaws, policies, and procedures.
- Oversee all activities related to Retirement Board meetings, such as preparation of schedules, including agendas, minutes, postings on web site, and insuring adherence to Brown Act requirements.
- Establish, implement, and monitor required financial and accounting policies and procedures, including Annual Report for the OPEB Trust and annual budget for the Retirement Board and OPEB Trust.
- Monitor asset allocation, cash flows, and monthly investment reports; due diligence of assets and liabilities and performance of Trust investment; interface with Investment Advisor(s) and Trustee Bank.
- Participate in the selection of investment managers, consultants and custodians.
- Negotiate contracts for consultant services.
- Interface with District departments to collect and manage data relevant to operation of the OPEB Trust.
- Participate in strategic planning, implementation, and on-going monitoring of investment policy.
- Stay abreast of all applicable State and Federal laws and related regulations and update policies to reflect changes in retirement law.
- Apprise the Retirement Board of legal and financial developments, including legislative developments, in the retiree health industry.
- Confer with actuaries and other specialty consultants, as necessary, for collection of data required for preparing actuarial, financial, statistical, and narrative reports.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Business administrative principles and practices.
- Equity and capital markets, including broker dealers, institutional investors, investment advisors, and public finance professionals.
- Economic and market conditions and trends and their effects on short-term and long-term investment programs and strategies.
- Fiscal risk management.
- Working knowledge of major asset classifications including, but not limited to, stock, bonds, and real estate.
- Practices of institutional investment management.
- Analytical techniques utilized in management of equity and fixed income portfolios.
- Effective written and verbal communication.
- Security laws, regulations, and professional standards.
- Knowledge of public agency operations and reporting.
- Recordkeeping, report preparation, and management.
- Practices and trends in retiree medical benefits.
- Strong interpersonal department.

Skills:

- Preparation of management level correspondence, reports, fiscal and budget documents, and presentations.
- Research and interpretation of statistical data for complex analyses.
- Evaluation of financial instruments and strategies.
- Effective oral and written communication with ability to simplify complex subjects.
- Analysis of validity of written and oral materials.

Abilities:

- Analyze and interpret market and financial conditions.
- Evaluate investment transactions.
- Evaluate investment manager contracts.
- Understand and interpret laws, rules, and regulations governing public funds.
- Interact with external service providers (actuarial, investment).
- Assess accuracy and quality of data, information and reports.
- Establish and maintain effective working relationships with those contacted in course of work.

MINIMUM QUALIFICATIONS

- A Bachelor's degree from an accredited college or university or equivalent experience.

- At least ten years at a full-time professional senior level of administrative and technical experience with public agency, trust organization, investment bank, money management, or other financial organization. Direct experience in capital markets, fiscal risk management, formulation of investment policy, and securities trading.
- Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty and students.

DESIRABLE QUALIFICATIONS

- Current or prior securities, or other relevant licenses that establish qualification and experience with the capital markets, asset allocation, and fiscal risk management.
- Master's in business and/or public administration, or related field from an accredited college or university.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.