

Job Description
Executive Director
San Antonio Fire & Police Pension Fund

General Statement of Duties:

The *Executive Director* is responsible for establishing and monitoring a system that ensures that decisions, policies and procedures adopted by the Board of Trustees are implemented; to supervise the investment, finance, benefits and administrative functions of the Pension Fund; and to coordinate the communications with various constituencies including the Board of Trustees, Staff, the City of San Antonio, the state legislature, and active and retired fire and police officers.

Responsible To: Board of Trustees

Supervisory Responsibilities:

Direct supervisor of Chief Financial Officer; Administrative Assistant; Chief Investment Officer; and General Counsel.

Examples of Duties*

- Assumes full management responsibility for all pension fund services and activities; recommends and administers policies and procedures;
- Directs and manages the pension fund; oversees all investment activities; reviews audits and reports on fund activities; ensures stability of fund investments and accounts;
- Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversees the development and implementation of policies and plans related to departmental services and operations;
- Plans, directs and coordinates, through subordinate level management staff, the department's work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems;
- Represents the Pension Fund to elected officials and outside agencies; coordinates assigned activities with those outside agencies and organizations;
- Selects, trains, manages, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; completes related personnel matters;
- Oversees and participates in the development and administration of the Pension Fund budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary;

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- Reviews all significant reports, plans and documents drafted by staff members; directs the writing of new rules and regulations and/or proposals for new programs or projects;
 - Responds to and resolves difficult and sensitive member inquiries and complaints; and,
 - Performs related duties and responsibilities as required.

**The examples do not necessarily include all of the tasks expected to be performed.*

Minimum Qualifications:

- B.B.A. or preferred CFA or CPA; or 7 years' experience in business administration, public administration, or related field; or equivalent combination of education and experience.

Desirable Attributes:

Knowledge of:

- Operations, services and activities of a comprehensive pension fund program;
- Methods and techniques of statistical data collection and analysis;
- Principles and practices of budget preparation and administration;
- Principles and procedures of financial reporting;
- Principles and procedures of management systems and reporting;
- Principles of supervision, training and performance evaluation;
- Pertinent Federal, State and local laws, codes and regulations;
- Personnel policies and procedures; and,
- Principles and procedures for developing goals, objectives and management plans.

Ability to:

- Manage and direct a comprehensive pension fund program;
- Develop short and long-range planning;
- Analyze and interpret investment reports;
- Analyze and assess programs, policies and operational needs and make appropriate adjustments;
- Analyze data and information; draw conclusions; propose responsive actions;
- Identify and respond to sensitive community and organizational issues, concerns and needs;
- Plan, organize, direct and coordinate the work of lower-level staff;
- Delegate authority and responsibility;
- Select, supervise, train and evaluate staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;

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- Prepare clear and concise administrative and financial reports;
 - Prepare and administer large budgets;
 - Interpret and apply applicable Federal, State and local policies, laws and regulations;
 - Communicate clearly and concisely, both orally and in writing;
 - Operate a computer and other office equipment;
 - Maintain confidentiality of certain pension fund information; and,
 - Establish and maintain effective working relationships with those contacted in the course of work.

Salary:

Salary commensurate with qualifications and experience. Exceptional health and retirement benefits.

How to Apply:

Submit your resume and salary requirements by email to wschott@safppf.org. This is a non-remote position. This position will remain open until filled.