



State Employees' Retirement System Executive Director

The Pennsylvania State Employees' Retirement System (SERS), Harrisburg, PA is seeking an Executive Director. This position serves as chief executive officer, reports to an eleven-member Board, and oversees a staff of 197.

SERS was established in 1923 and administers both a defined benefit and defined contribution plan, and is preparing to implement a new tier of defined contribution benefits. It is one of the nation's oldest statewide defined benefit plans, and is comprised of approximately 239,000 members.

The ideal candidate will have at least five years of managerial experience, a working knowledge of defined benefit and defined contribution pension systems, professional presence and maturity, strong people skills, outstanding political skills, excellent communication skills, and the highest integrity and ethics. A bachelor's degree is required; an advanced degree is preferred.

Compensation will consist of a competitive salary and benefit package dependent on the experience, qualifications, and credentials of the successful candidate.

Please apply online at www.employment.pa.gov. Click on the Open Jobs tile, then click the "Continue to Open Jobs" link. Filter by department. Select *SL State Employees' Retirement System*. Open the relevant job announcement and click the green Apply button.

The application period closes **January 12, 2018**.

Please direct questions to Cheryl Krchnar, Human Resources Director, 717-237-0265 or ckrchnar@pa.gov.

The Commonwealth of Pennsylvania is proud to be an Equal Opportunity Employer supporting workforce diversity.

SERS EXECUTIVE DIRECTOR POSITION DESCRIPTION

Position Summary

The Executive Director of the State Employees' Retirement System (SERS) serves as the Chief Executive Officer of the agency chartered to administer a large pension fund for all state employees. Included is the responsibility for the efficient management and evaluation of a multi-billion dollar investment portfolio. The Executive Director oversees a professional and technical staff of 197, which services over 104,000 active members and 135,000 retirees and works with 103 independent employers.

Principal Responsibilities

- Reports to and serves as the chief administrative agent for, and as Secretary to, an eleven-member Board
- Performs a variety of professional, executive, and managerial duties related to planning, organizing, directing, and controlling the overall management functions of the System
- Administers the provisions of state and federal statutes and court decisions and develops administrative rules, regulations, and policies for approval and promulgation by the Board
- Oversees the design, development, and implementation of the newest tier of pension benefits approved by the general assembly
- Represents the System to various public and private organizations, including other Commonwealth agencies, the executive and legislative branches of state and federal government, professional organizations, and the active and retired members of SERS
- Administers information technology systems and all related activities for effective management of the System
- Ensures that the Board is informed regarding Fund assets, financial operations, and member activities
- Oversees the development and execution of a balanced public relations program designed to provide timely and accurate information and achieve maximum public relations effectiveness with members, employers, organizations, and appropriate governmental agencies
- As Secretary to the Board, oversees the coordination of Board activities including setting the agenda, preparing and retaining minutes of meetings, and maintaining all necessary documents related to the workings of the Fund
- Approves all budget and contract matters for the Board
- Reviews and analyzes proposed legislation and legislative developments affecting the System and presents findings to the Board, legislative committees, and other interested groups or individuals
- Develops and articulates the System's vision and mission and identifies strategic responses to issues facing the System and its membership
- Leads change, innovation, and continuous improvement by communicating strategies which make new approaches both feasible and desirable

Minimum Experience and Training

- Bachelor's Degree required; advanced degree preferred.
- Five (5) years of managerial or administrative experience
- Working knowledge of defined benefit and defined contribution pension systems