



**OKC**

**RETIREMENT**

**SYSTEM**

**MANAGER**

**[OKC.GOV/CAREERS](http://OKC.GOV/CAREERS)**



Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

## DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

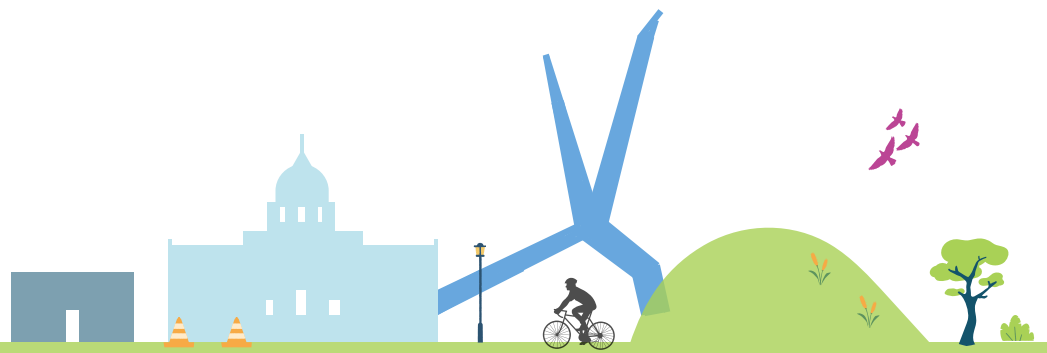
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$314,072,404 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: [okc.gov/government/maps-4](http://okc.gov/government/maps-4).



## **THE CITY'S VISION & MISSION**

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

### **The City's core values include:**

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

# OKC EMPLOYEE

---

**The Oklahoma City Employee Retirement System (OCERS)** is a \$790 million public retirement system for non-uniformed City of Oklahoma City employees. OCERS has an active membership of approximately 2,500 employees and retired membership of approximately 1,700.

## The Position

The Retirement System Manager is retained by and reports directly to a thirteen (13) member Board of Trustees (Board). The ideal candidate has 5 years' experience or general knowledge in pension plan administration, and a good understanding of investments, accounting/finance and actuarial matters. Experience with governmental employee benefits, especially retirement and deferred compensation programs is desirable.

The Board defines the duties for this position, which include establishing policies and strategic objectives,

directing OCERS employees, and ensuring management activities and decisions are within Board approved policies. Duties also include the planning, execution, and control of retirement system operations and the analysis and resolution of operational, administrative, and technical concerns. The Retirement System Manager is also responsible for recommending or implementing new policies when directed and approved by the Board, and/or interpreting ordinances and other applicable Internal Revenue Code and administrative rulings as well as applicable Oklahoma Statutes.

In addition to ensuring the day-to-day administrative functions are carried out, the Retirement System Manager oversees a number of external contracted services, including actuarial, investment consulting, investment management, internal and external auditing services, custody bank services and external legal counsel services.



# RETIREMENT



## Essential job functions include:

Administering the laws, policies, and retirement programs established by The City of Oklahoma City and/or the policies of the Board in compliance with applicable ordinance provisions, and state and federal laws and regulations; proposing/implementing revisions to plan documents; preparing and analyzing specialized financial and utilization reports, etc., and making sound recommendations; developing Requests-for-Proposals and proposal evaluation criteria; analyzing vendor proposals and making sound recommendations for the awarding of contracts; coordinating the legal contracting process of investment managers on an initial and ongoing basis, including legal documentation review, amendment review, subscription document preparation, as well as other regulatory and compliance requirements; attending monthly OCERS Board meetings, and preparing the meeting agendas; coordinating the preparation and administration of annual financial reports, actuarial reports, System

budgets and active employee member statements; and acting as a liaison for communication and information flow between Board, staff, and employees and retired members and beneficiaries.

The employee must be able to work independently and maintain effective working relationships. Work is reviewed through periodic and annual performance conferences regarding the overall benefits program, attainment of program objectives, and adherence to governing policies, procedures, and regulations.

## Compensation

The approved salary range for this position is **\$95,818.32** to **\$146,389.68** and is dependent upon the qualifications and experience of the selected candidate.

# Job Requirements

- Minimum 5 years' experience in pension plan administration.
- Bachelor's Degree in Business or Finance.
- Knowledge of laws and guidelines regulating government retirement plan programs.
- Knowledge and skill in applying management principles and techniques.
- Skill in developing short and long-range strategic plans.
- Skill in establishing and maintaining effective working relationships.
- Skill in supervising and coordinating the activities of a professional, technical and clerical staff.
- Skill in designing and implementing retirement plan programs.

- Skill in designing and executing benefits cost containment strategies.
- Skill in making decisions through analysis of large amounts of data and applying principles of logical thinking to solve practical problems.
- Skill in effective verbal and written communication using tact and diplomacy.
- Skill in evaluating programs and procedures for legal and administrative compliance.
- Skill in ensuring that established goals and objectives are met.
- Willingness to maintain confidentiality of information.

## Working Conditions/Physical Requirements

- Primarily indoors in climate-controlled environment.
- Occasional local or out-of-town

## **Working Conditions Cont.**

travel to meetings, conferences, or seminars.

- Occasionally required to work hours beyond normal scheduled work week.
- Near vision enough to read and draft various forms of written and machine-generated communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.

## **Total Rewards**

- Flexible schedules and some telework options
- Life, health, dental and vision insurance options

- 96 hours of vacation per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Sick leave conversion to vacation (up to 40 hours per year)
- 16 hours of bonus vacation (if no more than 24 hours of sick leave is used during anniversary year)
- Employer paid parking or EMBARK bus pass for eligible employees working downtown
- Employee medical center for employee and covered dependents
- Employee assistance program
- Disability plan
- Retirement plan
- Tuition reimbursement
- Credit union with full banking services

