

**Barnstable County Retirement Association
ASSISTANT EXECUTIVE DIRECTOR**

PRIMARY PURPOSE

Skilled executive duties responsible for assisting in the administering all BCRA functions and providing information pertaining to retirement system rules and regulations; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Human Resources Generalist-The ideal candidate will be responsible for processing, tracking and maintaining all employee benefits and reconciliations, and participate in the recruitment and screening of new employees, manage an electronic filing system and various programs within the department.
- Implement the provisions of MA General Laws, Chapter 32, PERAC regulations 840 CMR, and retirement board policies
- Assist in processing staff payroll
- Processes disability retirement applications; meet with potential applicants to explain the process, required forms and essential information.
- Ensure that all disability documentation has been requested of the applicant and received at BCRA.
- Assist in all stages of disability application process through final PERAC approval/Board denial.
- Prepare annual appropriation invoices and monitor payments.
- Assist in completion of Annual Financial Statement.
- Assist and training of all BCRA employees under supervision, when needed.
- Attend monthly BCRA meeting.
- Assist in completion of Board agendas and minutes.
- Cooperate in continuing of knowledge of CH32 and PERAC Rules & Regulations by attending educational training events and conferences.
- Assume all administrative, supervisory and operational duties of the BCRA in the absence of the Executive Director.

SUPERVISION RECEIVED

Provides general supervision to all BCRA support staff.

Under general supervision of Executive Director. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of complicated duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, service recipients and employees of outside organizations involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has regular access at the to a wide variety of confidential client information, including personnel records, medical records, and claims.

EDUCATION AND EXPERIENCE

Associates Degree in business, accounting, or related field. Three to five years of direct experience in a closely related field; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of general principles of retirement and pensions, record-keeping, general office procedures, public records laws, and ethics laws. Knowledge of MGL Chapter 32.

Abilities: Ability to read, comprehend, and apply Massachusetts public retirement laws and regulations. Ability to use a computer, telephone, copier and other common office equipment. Ability to learn computer applications specific to retirement administration. Ability to multi-task and pay attention to details. Ability to communicate clearly, tactfully, and regularly with members and retirees. Ability to maintain strict confidentiality and handle sensitive personal information appropriately.

Skills: Strong math skills. Attention to detail. Proficient in the use of a calculator. Capable user of word processing, spreadsheet, and database applications in common usage. Strong written and verbal communication skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Salary

Depending on job experience, salary range is Range of \$104,000 to \$111,000

**Please submit cover letter and resume by e-mail to
sholmes@barnstablecountyretirement.org by February 3, 2023**

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.