



Warren C. Evans
County Executive

DIRECTOR OF RETIREMENT

GENERAL SUMMARY:

Reporting to the Wayne County Employees' Retirement Commission, the Director of Retirement is the Retirement Commission's executive secretary and the administrator of the Retirement System, as prescribed by Ordinance. The Director of Retirement effectuates the provisions of **Article VI (Retirement)** of the Wayne County Charter and assists the Retirement Commission with directing and managing both the defined benefit and defined contribution plans. The Director of Retirement coordinates the agenda and supporting materials for all Retirement Commission meetings. With the assistance of the Retirement Commission, the Director of Retirement establishes short- and long-term goals, objectives, and strategies for the Retirement System. This role leads and supports the services, contracts, funding and projects associated with Retirement, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Implements policies and procedures within the Retirement Office
- Performs executive level professional and administrative work in directing the service delivery of the Office of Retirement
- Reviews contractual, cost, and legal issues with appropriated personnel
- Develops and implements long and short-range strategic planning
- Develops and manages the departmental budget
- Meets with department representatives and/or employees with retirement questions or issues
- Networks with Federal, State and local offices
- Attends County functions, monthly board meetings and prepares information for the citizens of Wayne County

- Directs, supervises and manages classified and/or appointee staff
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental and Wayne County policies, procedures, rules, regulations and services
- Knowledge of retirement regulations, rules and procedures
- Ability to communicate effectively
- Judgment, reasoning and decision-making ability
- Ability to work effectively with others
- Ability to organize work, set priorities and meet deadlines

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Eight to twelve years of experience in an executive or management position.

Training: A Bachelor's Degree in Finance, Business Administration, Accounting or a related field or equivalent educational experience. Master's Degree preferred.

WORKING CONDITIONS:

Work is usually performed in an office environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan,
February 2013