



Warren C. Evans
County Executive

DIVISION DIRECTOR – INFORMATION SYSTEMS RETIREMENT

GENERAL SUMMARY:

Under the direction of the Director of Retirement, the Division Director – Information Services, focuses on the flow of information and research with the Retirement System based on the request of the Director. This position assists with the defined benefit program, IRC 415, works with various money managers, securities litigation budgets, and short term projects to increase office efficiency. This role leads and supports the services, contracts, funding and projects associated with Retirement IS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Acts as liaison between Executive Director and Retirement Office staff
- Advises and consults with outside service providers and organizations
- Advises the Director on work assigned to staff, recommends possible office projects
- Reviews and verifies that existing operational goals, objectives and procedures are being complied with
- Supports preparation of the agenda for Retirement Commission meetings; researches and reviews items placed on agenda
- Advises Director on current status of projects with the actuary
- 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: Six years of supervisory or management experience.

Training: Bachelor's Degree in Business Administration, Finance or related field or equivalent educational experience.

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