

EXECUTIVE SECRETARY

Teachers' Retirement System of Oklahoma

GENERAL DESCRIPTION OF POSITION:

This position is the chief executive officer for the agency and is responsible for the overall administration of the Teachers' Retirement System. Duties involve communicating and coordinating with the Board of Trustees; providing leadership to agency personnel in planning, developing and implementing short and long term strategies for accomplishing the TRS mission, goals and objectives, and representing the Teachers' Retirement System in meetings with governmental officials, plan participants and other interested parties.

ESSENTIAL DUTIES:

Arranges and attends meetings of the Board of Trustees, consults with the Board Chairperson to set agendas, furnishes reports and information as necessary, and makes recommendations on policy and policy changes.

Manages the Teachers' Retirement System, including planning, organizing, directing and evaluating overall agency operations.

Provides leadership and mentoring to senior staff in the recruitment and development of a professional, customer service oriented workforce; and maintains a high commitment to ethical management and business practices.

Ensures the appropriate management and accounting of all agency funds and member records.

Oversees the development of and revisions to the system's strategic plan, legislative goals, TRS publications, and the annual administrative budget for the System.

Serves as principal legislative liaison by monitoring legislation, meets with legislative committees, individual legislators, Governor's staff and other interested parties regarding pending legislation and policies.

Works with the System's actuary in the development of cost data for potential legislation and annual actuarial valuations.

Assures agency activities are carried out in compliance with relevant laws and policies.

Represents the Teachers' Retirement System in meetings with members, government officials, general counsel, financial advisors, the press, and other interested parties.

Performs other duties as needed or as assigned by the Board of Trustees.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of retirement system laws and regulations; of public administration; of actuarial science; of accounting, budgeting, and investments; and of managerial and supervisory principles and practices.

Skill in management and supervision; in public relations; and in oral and written communications.

SPECIAL REQUIREMENTS:

Must be eligible for Twenty-Five Thousand Dollar (\$25,000) bond.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a post-graduate degree in accounting, finance, economics, business management, law or related fields. A minimum of ten (10) years of professional level experience in accounting, investments, finance, budgeting, auditing, law or a closely related field, of which at least five (5) years have been in an administrative capacity with a retirement system or other similar financial organizations.

Preference will be given to candidates with substantial demonstrated experience in executive level presentation skills, experience with investment committees and board of directors.