

Notice of Posting  
Executive Director Cambridge Retirement System

Posting Date: 02/09/2024

Closing Date: 03/22/2024

Duties and Responsibilities:

Reporting directly to a five-person Retirement Board, the Executive Director directs the day-to-day operations of the Cambridge Retirement System (CRS). Specific duties include but are not limited to:

- Oversee the daily business of the retirement office, including the administration of MGL Chapter 32, Public Employee Retirement Administration Commission (PERAC) rules and regulations and CRS policies. Advise members and retirees of their rights and benefits through CRS.
- Maintain awareness of legislative changes and decisions rendered by the Division of Administrative Law Appeals and the Contributory Retirement Appeal Board.
- Develop and manage annual budget of \$16 million with fiduciary responsibilities for assets of approximately \$1.6 billion.
- Liaison with investment managers, custodial bank, investment consultant, legal counsel, auditors, and actuary.
- Lead the annual outside audit in conjunction with the City of Cambridge and auditors by providing data and support for the issuance of Financial Reports of CRS and the City's GASB reports.
- Ensure required fiscal reports and data are accurate provided on a timely basis to federal, state, and local regulatory agencies (PERAC, IRS).
- Recruit, train and supervise retirement staff.
- Calculate retirement allowances (superannuation, disabilities, survivor benefits, etc.) and supervise the processing of the monthly retiree allowance payrolls and Federal tax payments. Review the refunds, buybacks and creditable service make-ups and payments.
- Attend all Board meetings and provide administrative support to the Board.
- Oversee the purchase and maintenance of office equipment and supplies.
- Design and deliver educational workshops and seminars to the membership.
- Conduct one-on-one counseling sessions for members, retirees, and survivors.
- Ensure all staff maintain excellent customer relations with members, and individuals and organizations in contact with the CRS.
- Maintain collaborative working relations with City of Cambridge departments and agencies whose employees are members of the CRS, including the Cambridge Health Alliance, the Cambridge Housing Authority and the Cambridge Redevelopment Authority.
- Participate in continuing education programs and conferences, which may necessitate travel.
- Performs other related duties as assigned.

**Minimum Requirements:** Strong working knowledge of MGL Chapter 32 and PERAC regulations. Proven ability to supervise staff and manage projects, preferably in retirement system/public sector setting. Excellent written/verbal communication and people skills. Effective public speaking and

presentation skills. Demonstrated fiscal management and accounting skills, including experience in preparing and monitoring budgets. Computer literacy, including use of Microsoft Word, Excel, and familiarity with PTG computer software highly desirable. Bachelor's degree or equivalent combination of training and experience. Finalist candidates will be subject to a background check.

**Physical Demands:** Ability to access, input and retrieve information from a computer. Answer phones, lift boxes of files.

**Work Environment:** Standard office environment, which includes fluorescent lighting and air conditioning. Requires attendance at offsite meetings. This position is eligible for hybrid work under CRS's Telework Policy based upon operational needs.

**Salary Range:** Competitive salary, commensurate with experience.

**Summary of Benefits:** Comprehensive health and other benefits, consistent with those provided to City of Cambridge managerial employees including, including health, dental and vision insurance, vacation, personal and sick days, sick incentive pay eligibility, management bonus of \$2,700 per year, 14 paid holidays and commuter benefits (T-Pass reimbursement).

**Application procedure:** Email letter of interest and resume by 5:00 pm. March 22, 2024 to Michael P. Gardner, (Cambridge Board Member) at [sgmgardner4746@gmail.com](mailto:sgmgardner4746@gmail.com)