

Franklin Regional Retirement System

101 Munson Street

Greenfield, MA

Hiring for: Assistant Director

Lay-offs abound! Labor shortage is over! Good opportunities are fleeting - grab this one before it's gone!

This is a great place to work - interesting and challenging, and we all work well together - which makes the days, weeks, months, and years fly by. And if that's not enough, the overwhelming reason you want this job - is the retirement plan!

Here is a sample listing of our great benefits:

- **Lifetime retirement benefits.** (40 years worked at age 63 earns 80% of 5-year salary average)! See the chart on our website: [Retirement Chart](#)
 - Option to also participate in 457(b) deferred compensation savings plan!
- **Plenty of paid time off:**
 - Thirteen and a half holidays
 - Up to four weeks vacation per year
 - Prior time with a local, regional or state agency counts in calculation
 - Fifteen sick days per year that can be carried forward each year
 - Three personal days per year (given at beginning of calendar year)
- **Annual pay raises:**
 - Cost of Living Increase based on CPI on January 1st of each year
 - Merit increase on January 1st of each year
- **Work schedule** is 8:30 to 4:30 daily with half hour lunch (37.5 hour week)
 - Also offer optional 8:00 to 4:30 with a shortened Friday (TGIF!)
- **Lots of insurances available:**
 - Health and Life Insurance of which 75% is paid by FRRS
 - Retired staff get the same benefit (75/25%)
 - Dental, Vision, Cancer
 - Additional Life Insurance coverage
 - Long-term and Short-term disability insurance
- **Education Reimbursement**
 - 50% of the tuition and fees for completed classes/course work in an accredited college or university

Here is our timeline for hiring.

- Applications due anytime
- Initial interviews via Zoom video conference with a member of the hiring committee take place as soon as they can be scheduled.

- Finalists will be selected after initial interviews, and then finalists will interview via Zoom video conference with the entire hiring committee on the morning of June 7, 2023. After interviews there will be either a decision to hire or continue the search.
- Person starts as early as July 31, 2023.

Here is the job posting:

This full-time position requires excellent organization and communication skills, and consistent accuracy. The successful candidate will be comfortable with all office equipment, have good computer skills, and be able to focus on individual projects as well as be a member of the team. Bachelors degree in office management, accounting, business or public administration with five years of experience, or any equivalent combination of education and experience, preferred. Knowledge of M.G.L. Chapter 32 is preferred. Pay range \$85,000 - \$92,000. Deadline for application is until a suitable candidate is selected. Download a copy of the job description at: FRRSMA.com (or call 413-774-4837). Email resume to: General.FRRSMA@gmail.com. This office maintains a high level of Covid and flu spread prevention. We also are an AA/EOE employer.

Here are links to the full job description, our personnel policy, and a video tour of our office:

Our website: www.FRRSMA.com

Tour: [Video Tour](#)

Job description: [Assistant Director](#)

Personnel policy: [Personnel Policy](#)

Posted May 4, 2023.