

# TOWN OF MAYNARD MA - RETIREMENT BOARD - Assistant Director

## **Looking for a career position and the opportunity for growth?**

Our Executive Director is looking for a motivated person to learn and perform all aspects of directing a retirement system. Apply your technical skills and experience to a rewarding position.

## **JOB SUMMARY**

The Assistant Director position will report to the Executive Director to fulfill all requirements for the daily administration and operation of the Retirement Office. The Assistant Director will be responsible for paper and electronic records management for all active, inactive, and retired members of the Maynard Retirement System. The Assistant Director will have experience with and a general understanding of the Massachusetts General Law Chapter 32 and PERAC regulations which provide the rules and guidelines for pension administration. Strong mathematical, analytical, time management and information technology skills are required as well as exceptional communication and interpersonal skills and the ability to maintain strict confidentiality. This is a part-time position of 32 hours per week.

## **JOB RESPONSIBILITIES**

- Provide orientation to new members regarding retirement benefits.
- Oversee and manage all member files and documents; scan all documents to create electronic records.
- Gather payroll reports from Harpers Payroll Services, Inc. and enter into Pension Technology Group (PTG).
- Prepare financial reports for Mass.gov Public Employee Retirement Administration Commission (PERAC) and reporting required for secondary matters such as dependent allowance calculations, workers' comp offsets, accidental disability, survivor benefits.
- Maintain knowledge of PERAC's rules and regulations and MGL provisions pertaining to retiree and active member issues.
- Prepare new retirement calculations, review for compliance with "anti-spiking", review data questions with town administrators when required, send final data to PERAC using PROSPER.
- Assist the Executive Director in preparation of monthly retirement benefits and warrants for Board meetings by supplying data and documents, arranging for timely notice for town posting and related tasks and duties as needed.
- Attend Board meetings and create Minutes for review; ensure Open Meeting Law and PERAC regulations are followed at all official meetings.
- Oversee Retirement Board portal and organize documents in orderly fashion (e.g., sections for Minutes, Agendas, Vendor presentations, Consultant reviews, etc.).
- Manage all aspects of the Retirement Board website and post updates as needed.

- Other duties as assigned.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- High School Graduate; Post-Secondary Diploma in Business Administration or Accounting is preferred.
- Strong mathematical and organizational skills with keen attention to detail.
- Working knowledge of database systems (preferably PTG).
- Working knowledge of Microsoft Office Suite.
- Knowledge of MA public pensions and MGL c. 32 is a plus.
- Familiarity with CivicPlus.
- Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, lift up to 30 pounds.

**WORK SCHEDULE:** 8:00 am to 4:00 pm Monday through Thursday. No Remote.

**EQUIPMENT USED:** Telephone, photocopier, fax, computer, printer, scanner, and other equipment as required.

Salary Range for this position is between \$55,000 to \$65,000 commensurate with experience. Benefits include paid leave including vacation, sick and personal, health, dental and life insurances, and a deferred compensation program.

Resumes accepted on an ongoing basis until the position is filled.

**First consideration will be given to Resumes received by September 27, 2024**

To apply:

Please mail cover letter and resume to:

Kenneth DeMars  
Maynard Retirement Board  
195 Main Street  
Maynard, MA 01754

Or via e-mail to: [maynard.retirement@gmail.com](mailto:maynard.retirement@gmail.com)