



**City of Grand Rapids**  
**General Retirement System**  
**Police and Fire Retirement System**

**PEGGY KORZEN**  
EXECUTIVE DIRECTOR

The Boards of Trustees of the City of Grand Rapids General Retirement System and the City of Grand Rapids Police & Fire Retirement System are seeking qualified candidates to interview for the position of Executive Director, due to the current Executive Director's upcoming retirement.

**General Retirement System**

- Closed to new members
- 270 active members, 1213 retirees, 92 vested deferred
- 76.2% funded as of June 30, 2023

**Police & Fire Retirement System**

- Open to new members
- 457 active members, 777 retirees, 12 vested deferred
- 75.4% funded as of December 31, 2023

Additional information about the retirement systems can be found at <https://grpensions.org/>.

Salary range \$110,908 – \$145,796

Candidates should submit a letter of interest and resume to [jobs@grpensions.org](mailto:jobs@grpensions.org) by 5:00 p.m. on Wednesday, September 25, 2024.

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR, GRAND RAPIDS GENERAL RETIREMENT SYSTEM AND POLICE & FIRE RETIREMENT SYSTEM**

#### **NATURE OF WORK**

This position requires responsible administrative and professional leadership and work input in directing the activities of the Grand Rapids General Retirement System and the Grand Rapids Police & Fire Retirement System.

#### **JOB DESCRIPTION**

As chief administrative officer of the retirement systems, this employee has the responsibility for planning, directing, coordinating, and supervising activities of the retirement systems in accordance with applicable federal and state laws and as decreed by City Charter and Code, and subject to the policies and directions established by the Board of Trustees of the Grand Rapids General Retirement and Police & Fire Retirement Systems. This employee has the responsibility to supervise subordinate clerical staff, and coordinate the activities or reporting of money managers, legal counsel, actuaries, consultants, and other retained individuals and entities who serve the retirement systems. This employee is encouraged to take initiative and exercise independent judgment in developing and carrying through retirement system activities. This employee shall keep the Boards of Trustees apprised of his/her activities through the presentation of oral reports to the Boards and/or through the preparation and submission of written reports.

The duties of the Executive Director include, but are not limited to the following:

1. Develops or applies policies to manage and administer the retirement systems in accordance with applicable federal and state laws and as decreed by City Charter and Code, and subject to the policies and directions established by the Boards of Trustees.
2. Conducts research, and investigates issues and options as directed by the Boards. Summarizes results and/or prepares documentation to report results to the Boards of Trustees.

3. Attends regular and special meetings of the Boards of Trustees and reports on related retirement system matters. Maintains minutes of the Boards of Trustees meetings.
4. Coordinates selection (election or appointment), and orientation and prescribed instruction for new members of the Boards of Trustees.
5. Frequently confers with legal counsel regarding retirement matters.
6. Arranges for preparation and implementation of union contract/ordinance amendment provisions pertaining to the retirement systems.
7. Coordinates reporting of money managers and other individuals and entities with investment responsibility over the retirement systems. Prepares and maintains reports summarizing investment performance, and issues the reports to the Boards of Trustees.
8. Visits investment managers at their worksites as directed by the respective Boards of Trustees to observe operations and gather information.
9. Assists the contract actuary in preparing year-end actuarial reports for the retirement systems by providing necessary data.
10. Supervises a team of subordinate employees involved in accounting, customer service and records management. Participates in the preparation and maintenance of records for the retirement systems.
11. Assists in developing new technology for the retirement systems for more effective use and control of retirement data or improvements to operating and customer systems.
12. Periodically reviews the preparation of payroll and other records of City employees to ensure accurate retirement deductions.
13. Coordinates the auditing of retirement rolls and the development, update, and publishing of earnings and other reports for employees, retirees, and beneficiaries, as required.
14. Develops and implements communications programs for employees, retirees, and beneficiaries. Prepares newsletters, maintains an informational website, initiates educational events and performs other tasks designed to provide the member base with information regarding pension system status and service options.

15. Discusses with employees, retirees, and beneficiaries the benefits and options available under the retirement systems.
16. Serves as liaison to City departments, the City Commission, City Management, bargaining unit leadership and governmental authorities regarding benefits administered under the retirement systems.
17. Authorizes payment of invoices and transfer of funds.
18. Conducts surveys related to retirement benefits, professional services, and other areas.
19. Attends conferences and seminars and visits various organizations to keep abreast of new developments in retirement administration.
20. Performs other duties as directed by the Boards of Trustees.

#### **REQUIREMENTS OF WORK**

1. Working knowledge of City retirement policies and procedures, including City Charter and Code provisions, the municipal organization and its structure, Boards of Trustees rules and regulations, and past practices in retirement administration.
2. Working knowledge of municipal retirement systems operations, including applicable state and federal laws.
3. Working knowledge of various forms of investments permissible for use by municipal retirement systems.
4. Working knowledge of the principles, techniques, and methods employed in the financial and records management of retirement systems.
5. Working knowledge of modern office management techniques.
6. Ability to effectively plan and supervise the work of employees.
7. Working knowledge of automated systems and applications.
8. Considerable skill in developing effective written policies, procedures, and management systems.
9. Considerable skill in communicating effectively, both verbally and in writing.

10. Ability to establish and maintain effective working relationships with Boards of Trustees, money managers, legal counsel, actuaries, consultants, and other retained individuals and entities who serve the retirement systems, as well as City officials, employees, retirees and beneficiaries.

**DESIRED MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Minimum requirements of the position include a bachelor's degree in public administration, business administration, finance or related field and five years of training and experience in municipal retirement system administration – or a combination of education, training and experience which is deemed to provide the required knowledge, skills and abilities described above.

The Executive Director is appointed by the Boards of Trustees of the retirement systems.