

# EXECUTIVE DIRECTOR

Mendocino County Employees Retirement Association

*Ukiah, CA*



## ABOUT MCERA

The Mendocino County Employees Retirement Association (MCERA) is a public retirement system, organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Mendocino, the Mendocino County Superior Court, and the Russian River Cemetery District.

MCERA's principal responsibilities include management of the trust fund; delivery of retirement, disability and death benefits to eligible members; administration of cost-of-living programs; and general assistance in retirement and related benefits.

MCERA is governed by a nine-member Board of Retirement and is a separate agency from the County of Mendocino. MCERA is committed to working for its active and retired members. The Board has a strong governance model and conducts annual Board evaluations.

### Vision Statement

MCERA is a trusted, financially stable contributor to a strong Mendocino County economy.

### Mission Statement

We collect, protect and grow assets to provide a secure retirement income for our members.

### Guiding Principles

- We exist to serve our clients, sponsors and the taxpayers of Mendocino County.
- We act with integrity and respect for all.
- We think strategically and are continuously improving.
- We recognize people are our most valuable resource and our culture empowers staff.

MCERA's fiduciary net position, assets, financial reserves, and funded status have increased each of the past three years. As of June 30, 2019, MCERA had \$527.4 MM in assets and its funded status was 70.6%. Like most public pension systems, MCERA's net pension liability has been steadily increasing.

Additional information can be found at the Association's website: <https://www.mendocinocounty.org/government/affiliated-agencies/retirement-association>

## EXECUTIVE DIRECTOR ROLE & RESPONSIBILITIES

The Executive Director reports to and receives policy direction from the MCERA Board of Retirement. Serving as a working administrator, the Executive Director provides assistance and support for all operations and activities of the retirement system. In addition, the Executive Director assists in formulating and implementing accounting, auditing and financial policy; prepares the Comprehensive Annual Financial Report; presents monthly and/or quarterly financial, investment and communications updates to the Board; and advises the Board on revenue and expenditure matters. This is an at-will position. Essential job duties include:

- Plan and direct the executive management of the activities and functions of the Retirement Board including reviewing and analyzing the cash flow and project funds available for investment; providing research data, technical advice and statistical reports regarding securities recommended for investment; analyzing new legislation and actuarial studies to determine financial and administrative impact on the Retirement System and the County. Participate in the selection and monitoring of professional consultants for the management of Retirement Trust Fund investments, measurement of investment fund manager performance, actuarial services, investment securities custodial services, and other professional services; prepare and negotiate contracts.



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- Develop, coordinate and implement financial and accounting policies and procedures; direct preparation of the Comprehensive Annual Financial Report and Audits; provide financial and fiscal policy records; advise the Retirement Board on revenue, expenditure and budget matters; compute fund balances, revenues, debt services and other budgetary calculations. Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; making recommendations for and/or rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversee maintenance of records and accounts for all active and retired members of the system (including Disability Retirement); direct the preparation and issue of the retirement payroll; direct preparation and provide oversight of the retirement system's financial statements and other complex financial and statistical reports.
- Administer the Disability Retirement Provisions of the plan and make recommendations to the Board of Retirement on the disposition of disability applications. Interpret and apply complex statutory and regulatory provisions relating to the Retirement Association including the 1937 Act Retirement System Laws.
- Represent Retirement Board at meetings with County, State, and Federal officials. Serve as liaison to County departments and other agencies; advises County Management and employees on various aspects of retirement benefits and the operation of the Retirement Association. Maintain confidential information in accordance with legal standards and /or County policy and regulations.

### THE IDEAL CANDIDATE

MCERA's Board of Retirement is seeking a great communicator and strategic thinker to serve as Executive Director of the retirement system. The ideal candidate will be a talented administrator who is highly organized, focused on the big picture, ethical, and scrupulously honest. This person will be comfortable entrusting job-specific duties to MCERA's highly qualified and productive staff members, providing guidance and redirection only as necessary. At the same time, the Executive Director will actively support team members' continuing professional growth and development to keep the organization moving forward and focused on its mission statement. Finally, this individual will be a skilled problem solver who is calm under pressure and who treats everyone with kindness and respect.

Prior executive level experience in a public pension system may be advantageous, but is not required. Superior leadership skills are essential.



### QUALIFYING EDUCATION AND EXPERIENCE

Requires possession of a Baccalaureate degree from an accredited college or university with a major in Business, Public Administration, Accounting or Finance, or closely related field; and five (5) years of progressively responsible administrative and fund management experience in a public retirement system, which has included interpreting and applying retirement law (preferably the County Employees Retirement Act of 1937) and the analysis and placement of investments. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

### COMPENSATION AND BENEFITS

The salary for this position is competitive and will be based on the candidate's qualifications and career accomplishments. MCERA offers its employees a generous benefits package which includes retirement benefits; vacation, holidays and sick leave; medical insurance; dental, vision, life insurance and long-term disability plans; group life insurance; deferred compensation plan with employer-match contributions; \$1,500 annual Management fund for training and wellness; 48 hours of paid management leave; voluntary election of a \$250 per month automobile allowance.

Complete details can be found at: <https://www.mendocinocounty.org/government/human-resources/employee-benefits>

### HOW TO APPLY

Apply on-line at [www.alliancerc.com](http://www.alliancerc.com) by March 6, 2020.

For questions and inquiries, please contact: Cindy Krebs at (562) 901-0769 or [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)

#### ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440  
La Palma, CA 90623

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