



The City Beautiful

City of Coral Gables Job Description

Job Title: Administrative Manager
Department: Finance
Classification: 0039
Pay grade: 26E
FLSA: Exempt

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Summary

This position is responsible for the management of the City's pension plan. Performs high level administrative and financial functions for the Employee Retirement system and ensures the flow of accurate information in a timely manner. Exercises initiative and independent judgment. This position reports to the Coral Gables Retirement Board.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Manages the Coral Gables Retirement System. Verifies eligibility of retirement applications. Recommends eligible applications to Retirement Board.

Processes retirement applications. Computes eligible retirement dates and calculates pension payments. Prepares and mails monthly pension checks. Prepares information required for actuarial valuations. Prepares annual tax forms for retirees and annual IRS filing forms. Prepares a variety of reports, to include annual member status reports. Responsible for administering monthly pension payroll and resolution of related issues and/or problems.

Keeps accurate accounting records of retirement system transactions. Receives payments and verifies accuracy of invoices received from outside service providers and recommends payment to Board. . Ensures payments are received when due. Disburses all moneys authorized by the Retirement Board for pension benefits, administrative costs, and other expenditures. Maintains filing system and security of records.

Serves as secretary to the Retirement Board. Arranges meetings and prepares agendas. Prepares reports and statistical information as requested. Records, transcribes and maintains minutes of Board meetings.

Serves as liaison between the Retirement Board and outside service providers, to include attorneys, consultants, money managers, bankers, and auditors. Collects, processes and disseminates information. Verifies accuracy of invoices received from outside service providers and recommends payment to Board.

Assists employees with the retirement application process and selection of retirement options. Answers questions and provides information to retirement system members. Evaluates and responds to communications from Retirement System board members, employees, City administration and consultants. Directs preparation and distribution of informational literature and presentations to notify and advise employees about requirements of various programs. Meets with current employees and

retirees to explain retirement or termination options, including disability pension requirements and the Deferred Retirement Option Program (DROP).

Conducts research, compiles and analyzes data. Updates and distribute Summary Plan Description. Keeps abreast of new pension legislation and City benefits and implements changes. Handles special projects.

Writes and evaluates bid proposals for the retirement system vendor services. Maintains and administers contracts for money managers and other vendors necessary for the functioning of the retirement system.

Communicates with investment consultants regarding any changes in the retirement system investments and keeps current with investments managers, new asset classes, investment issues and market changes.

Confers with auditors and prepares data for the annual audit of the retirement system.

Confers with the actuary regarding certification of retirement benefits, Retirement Benefit Statements and data submitted for yearly actuarial valuation report. Prepares all data necessary for the actuary to complete the annual Actuarial Valuation Report

Communicates with the Retirement system's custody bank officials regarding monthly cash flow and moving of investments between money managers when terminated and hired.

Makes recommendations concerning incoming correspondence, memorandums, reports and similar materials to the Retirement Board for approval.

Makes recommendations in the development of administrative policies of the Retirement System.

Develops operational goals and guidelines for pension fund policies and processing to include benefit calculation, claims assistance and records maintenance.

Analyzes audit, actuarial and annual reports prior to submitting and recommending to the Board for approval.

Analyzes legislation and collective bargaining agreements affecting benefits, as well as data concerning prevailing practices among comparable organizations, in order to comply with legal requirements and to establish competitive pension programs.

Plans, assigns, directs, coordinates and reviews the work of, and trains and evaluates assigned staff.

Operates computer, calculator, fax machine and other office equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of City's Employee Retirement System. Knowledge of the City Retirement Ordinance. Knowledge of departmental operations, policies and procedures. Knowledge of accounting and bookkeeping procedures. Considerable knowledge of various forms of employee benefit programs, as well as operational knowledge of actuarial principles, social security and tax laws. Knowledge of the principles, practices, systems, processes, methods and legal issues pertaining to pension plan management and related accounting, auditing and municipal financial administration.

Ability to interpret and implement City Retirement Ordinance. Ability to calculate pension moneys. Ability to verify eligibility of retirement applications. Ability to prepare written and statistical reports. Ability to explain all rules, policies and procedures of the retirement system to members. Ability to

conduct research, compile and analyze data. Ability to communicate professionally with Retirement Board, outside service providers, employees of all levels, management and City Officials. Ability to work independently and make decisions. Ability to operate computers and use department software programs. Ability to operate calculator and office equipment. Administrative, accounting and organization skills. Oral and written communication skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in accounting or public administration.

Two (2) years experience administering a pension plan.

Government or municipal experience preferred.

Valid Florida Driver's License.