

MOSERS Job Description

Deputy Executive Director

Effective Date: 09/01/2022

Division/Section: Operations

Classification: Exempt

Pay Grade: 20

About the Position

This position reports directly to the executive director. This position is responsible for management of MOSERS operations functions. This includes overseeing the administrative and management functions of the benefits MOSERS administers. This position exercises considerable discretion in the development, interpretation, and implementation of policies and/or procedures at MOSERS.

Essential Functions

This list is neither all-inclusive nor restrictive. Management reserves the right to further define duties based on operational needs.

- Supervises the general administrative and management functions of the organization, including budget planning, quality assurance, information technology, benefit administration, communication and education, project management, accounting, and employer services.
- Assists the executive director in program planning and evaluation, establishing operating budget priorities, and presenting the budget to the Board of Trustees.
- Provides oversight and direction for the development and implementation of the MOSERS strategic plan.
- Assists in maintaining effective relationships with employers, Board members, organizations, Missouri State employees, retirees, legislators, and the public.
- Assists the executive director in policy development and any legislative issues regarding employee benefit topics.
- Represents the executive director, as required, at conferences and meetings and at outreach programs and meetings.
- Establishes and monitors customer service and other performance measures for the operations of MOSERS.
- Analyzes risk management issues to ensure that proper controls are implemented to minimize risk in general operations and benefit administration functions.
- Relieves the executive director of administrative details; initiates new and revised policies, methods and procedures as required.
- Provides office guidance and direction to MOSERS managers in the performance of their duties and responsibilities.

MOSERS Job Description

- Assists in developing potential legislative changes with appropriate staff; represents the executive director, when necessary, before legislative committees.
- Selects staff, assigns work priorities and responsibilities, approves leave requests, conducts performance reviews, establishes goals, develops salary recommendations, issues disciplinary action when necessary, and helps to train and develop the skills of employees.
- Performs other duties as needed or assigned.

Knowledge, Skills, and Abilities

- Bachelor's degree in Business Administration or related area; advanced degree in a related area preferred; minimum of eight years responsible professional management experience in the area of public administration and three years of supervisory experience.
- Extensive knowledge of the principles and practices of public administration, office management, process management, quality assurance, customer service, and program planning.
- Extensive knowledge of governmental budgeting, accounting, fiscal management, human resources, contract management, and IT systems.
- Knowledge of state and federal retirement laws and ability to interpret and apply laws and policies relating to MOSERS.
- Thorough knowledge of the legislative processes of the State of Missouri.
- Ability to develop and implement administrative policies and procedures and to evaluate their effectiveness.
- Ability to plan and supervise MOSERS activities and to lead and motivate staff.
- Ability to exercise sound judgement in problem analysis and decision-making.
- Demonstrated oral and written communication skills.
- Ability to exercise sound judgment in problem analysis and decision-making and to facilitate group decision-making.
- Ability to maintain confidentiality.
- Ability to demonstrate integrity and high degree of ethics.
- Ability to establish and maintain effective working relationships with government officials, Board members, employees, retirees, and the general public.