

CAREER OPPORTUNITY

# EMPLOYEES' RETIREMENT SYSTEM



SEEKING:

## **ASSISTANT CHIEF EXECUTIVE OFFICER**

Operations & Finance

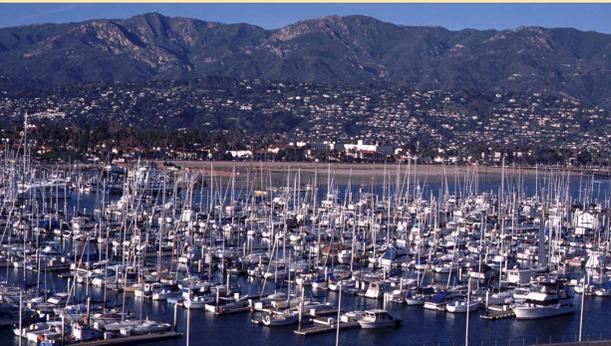
**SALARY: \$93,363 - \$141,131**  
Annually DOQ

Santa Barbara County Employees' Retirement System (SBCERS) is seeking an Assistant Chief Executive Officer (ACEO) - Operations and Finance to join their dynamic team. We seek a finance, investment and general business operations professional who has the desire to lead a team of professionals and seeks to achieve excellence in all matters related to compliance, fiscal, risk and trust management oversight.

# EMPLOYEES' RETIREMENT SYSTEM ASSISTANT CHIEF EXECUTIVE OFFICER

## THE ORGANIZATION

SBCERS was established in 1944 and is one of 20 California Counties subject to the provisions of the County Employees Retirement Law of 1937, or '37 Act. SBCERS is administered by the Board of Retirement to provide service retirement, disability, death, and survivor benefits for County employees and contracting districts. Members include all permanent, full and part-time employees of the County of Santa Barbara, the Santa Barbara County Superior Court, and nine special districts.



**SBCERS** *is committed to fulfilling its fiduciary responsibility by providing the highest quality of service to all members and plan sponsors, and protecting promised benefits through prudent investing while ensuring reasonable expenses of administration.*

The market value of SBCERS' portfolio exceeded \$2.5 billion of plan net assets, and the total investment portfolio, (exclusive of cash, receivables and securities purchases in transit) grew by over \$300 million during the last fiscal year, doubling the plan's return assumption. System membership includes 5,374 active and deferred members and 3,897 benefit recipients.

## THE RETIREMENT BOARD

SBCERS is an independent organization governed by the Board of Retirement (Board). The Board is responsible for establishing policies governing the administration of the retirement plan and managing the investment of SBCERS' assets. The Board has the sole and exclusive responsibility to administer the system in a manner that will assure prompt delivery of benefits and related services to the participants and their beneficiaries. The Board is comprised of nine members and two alternate members; the Santa Barbara County Board of Supervisors appoints four members, members of the Retirement System elect six which includes the two alternates, and the County Treasurer is an ex-officio member.

## INVESTMENTS

Meketa Investment Group is the external general investment consulting firm who reviews SBCERS' asset managers and assists the Board with implementation of investment policies and long-term investment strategies. The investment goals, asset allocation of the trust, performance objectives, investment management policies and procedures, and risk controls are monitored by staff and Meketa.

## THE JOB

The Assistant Chief Executive Officer - Operations & Finance, is an at-will position that reports to SBCERS' Chief Executive Officer (CEO). This position assists with oversight of two office locations in north and south Santa Barbara County and helps lead a team of 20 professionals (with three direct reports and six total reports) and will oversee risk and trust management, operations, finance and compliance. This position will also coordinate with County Human Resources on matters including employee relations, recruitment, and staff and organizational development; including culture transformation.

## IDEAL CANDIDATE

Preferred background and credentials include:

- A bachelor's degree preferably in business administration, finance, economics, human resources, accounting, or related field.
- A master's degree or other educational post graduate training preferred (e.g., JD, MBA, CPA, CEBS, CFA, ASA, MAAA, FCA, FSA).
- Extensive knowledge and/or experience working within/with a retirement system ideal, and/or,
- Considerable senior level experience with a private sector retirement, pension, and/or trust management organization and/or,
- Extensive knowledge and experience in investment pool risk management and investment contract negotiation and compliance monitoring.
- Experience in managing professional staff is necessary, and
- Experience presenting to a board is ideal.



*We are looking for a candidate who can demonstrate competency in the following areas:*

### **Investment and Regulatory Accountability / Chief Executive Officer Support**

- Ensure policies and regulations established by federal and state statutes, the Board of Retirement and Santa Barbara County are followed.
- Oversee the accuracy and completeness of data and financial disclosures.
- Maintain an internal control structure to provide safekeeping of assets.
- Ensure investment objectives, strategies, and goals are met.
- Follow an actuarially prudent funding plan to ensure benefit commitments are met.
- Attain superior investment returns consistent with established risk controls.
- Oversee the monitoring of employer contributions to the retirement fund.
- Act as Chief Executive Officer in his absence.

## **Legislation / Information Technology**

- Keep up with new business technologies and organizational best practices and provide recommendations to be more efficient and effective.
- Manage dual business locations and ensure offices are aligned and communicating effectively.
- Monitor legislation and engage elected officials and key decision makers on policies and measures that could affect the services provided to members.

## **Finance / Administration**

- Assist in the administration, direction and supervision of financial staff including investments staff and accounting staff.
- Oversight in the development and preparation of the organization's budget.
- Assist in the oversight, preparation and implementation of SBCERS actuarial reports and annual audits.
- Oversee financial and business planning, forecasting, investments and risks, and make recommendations for new opportunities.
- Assist in the negotiation of contracts and service agreements.
- Improve business processes and develop innovative approaches to doing business better.
- Operate with a strong ethical framework and uphold public trust.

## **Strategic Business Partner / Business Acumen / Communications**

- Develop and sustain business relationships with external financial and investment professionals, community stakeholders, County officials, and members of the Retirement Board.
- Partner with the Chief Executive Officer to build the strategic goals of the organization.
- Be a big picture, organizational and administrative problem solver.
- Provide visionary ideas and new opportunities to reach organizational goals.
- Convey confidence in your presence, communications, direction, and recommendations.
- Perform well under pressure, champion change, and successfully manage priorities.
- Use your masterful communication skills to build trust and develop relationships.

## **Leadership / Human Resources / Talent Development**

- Align the organization and staff with the strategic vision.
- Lead, inspire, develop and empower a talented team of professionals overseeing Financial Services.
- Partner with County Human Resources Department on such matters as employee relations, hiring, etc.
- Assess needs, provide recommendations and lead the implementation of organizational training and staff development.
- Ensure tools, resources, processes and training are in place for staff to be successful.

## CHARACTERISTICS OF THE IDEAL CANDIDATE

Considerable senior level management experience with similar organizational responsibilities as outlined above and:

- strong **interpersonal** and communications skills,
- **integrity** and unquestionable **ethics**,
- **commitment** to meeting organizational objectives and responsibilities,
- **craftsmanship** in directing resources and communications,
- **resiliency** and **flexibility**, and
- the ability to positively guide and **influence** others.



## THE COUNTY

Santa Barbara County government is a service-oriented organization with a \$903 million budget and a workforce of approximately 4200 employees. The region offers a paradise-like setting for tourists, vacationers and more than 425,000 residents and is one of the most beautiful areas in California. The County of Santa Barbara hugs the southern California coastline and is 100 miles northwest of Los Angeles and adjacent to San Luis Obispo and Ventura counties. Bordered on the west and south by the Pacific Ocean, the County has 110 miles of coastline and is well-known for its mild climate, picturesque coastline, vineyards, scenic mountains and numerous parks and beaches. Noted as the Riviera of North America, and the Lemon Capital of the United States, Santa Barbara County also offers rich cultural activities; i.e., Santa Barbara International Film Festival and Santa Barbara Bowl (4,562-seat amphitheater).



## SALARY AND BENEFITS:

**\$93,363 – \$141,131** annually dependent upon qualifications and experience. The County also offers an attractive benefits package including:

- \$2,392 annual auto allowance.
- \$6,149 annual benefits allowance.
- Relocation/hiring incentive program reimbursable up to \$20,000. At the discretion of the CEO, the County may provide flexible relocation assistance, housing and student loan offsets, cash incentives, and/or vacation and sick leave pre-accruals in the interest of attracting the best talent to the organization.
- More details regarding benefits can be found at: [www.sbcountyjobs.com](http://www.sbcountyjobs.com)

## HOW TO APPLY

***This is an open continuous recruitment, however for first consideration apply by May 25, 2015*** and submit cover letter, resume, and current salary information to Wendi Brown at:

- Email to: [wendi@wbrowncreative.com](mailto:wendi@wbrowncreative.com), or
- Fax to: 866-224-1423

A County of Santa Barbara job application is also required and can be completed at: [www.sbcountyjobs.com](http://www.sbcountyjobs.com). Please contact Wendi Brown with any questions:

- 541-858-0376 (direct)
- 866-929-WBCP (toll free)

**Santa Barbara County is an Equal Employment  
Opportunity Employer**