

CITY OF AUSTIN EMPLOYEES' RETIREMENT SYSTEM (COA ERS)
Manager of Administrative & Support Services

COA ERS is seeking applicants for a Manager of Administrative & Support Services. Responsibilities for this position include supervision of Member Services Coordinator and Office Coordinator positions; responsibility for major operational and support activities of the Retirement Office including overseeing data and records management, benefit determination audits, member communications, information technology, and facility management; coordinating risk management; procurements, vendor management, Board of Trustee elections, and human resources responsibilities.

This position requires knowledge of supervisory management principles, information technology, human resources practices, pension and employee benefits, facilities management, and records management systems and procedures. Candidates should have an ability to select, develop, and lead staff, analyze data, troubleshoot problems, work closely with contractors, and establish effective working relationships with co-workers, Board members, and the general public. Bachelor's degree plus four years of relevant experience is required; any equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be substituted. Supervisory experience is preferred.

Salary is commensurate with qualifications. Excellent benefits package including medical, dental, vision, and retirement. In order to ensure full consideration, resume with cover letter should be received **by 5:00 p.m., Friday, November 27, 2009** to:

Jobs@coaers.org

Subject: Manager of Administrative & Support Services – Your Name