

# PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM HARRISBURG, PENNSYLVANIA

*invites your interest in the  
position of*

## SECRETARY / EXECUTIVE DIRECTOR

### COMMUNITY

**South Central Pennsylvania** is not only the location of **the City of Harrisburg**, the Capital of the State of Pennsylvania, it contains a diverse mix of urban, suburban, and rural communities full of historical, educational and artistic pursuits. As of 2011, the Harrisburg-Carlisle Metropolitan Statistical Area had a population of 536,919 making it the ninety-sixth largest MSA in the country.<sup>1</sup> Harrisburg is also the county seat of Dauphin County and lies on the east bank of the Susquehanna River 105 miles west-northwest of Philadelphia and 204 miles east of Pittsburgh. Baltimore is a 90 minute drive from Harrisburg and Washington, our Nation's Capital is about 2 hours away.

The City of Harrisburg has played a pivotal role in the shaping of Pennsylvania's and American's political history. It currently serves as a major transportation hub linking rail, highway, and water distribution centers. Having bounced back from economic distress in the 1980s, the city became a vibrant hub of family activities, including art festivals, the Harrisburg Symphony, minor league baseball and hockey as well as indoor soccer. In addition to periodic trips to Hersheypark, the Civil War Museum, and the Harrisburg Science Center, family fun usually includes an annual visit to the Pennsylvania Farm Show, the largest indoor agriculture exposition in the U.S.

Additionally, there are abundant outdoor venues to explore. One can visit Wildwood Park, located on the outskirts of downtown Harrisburg, a 229 acre haven for countless species of flora and fauna centered around the 90 acre freshwater wetland or re-trace the Union troop's steps at the battle of Gettysburg just 40 miles from Harrisburg; or even walk a stretch of the Appalachian Trail that passes 12 miles north of the city. Central Pennsylvania provides numerous opportunities for environmental studies and outdoor recreation. It is a cherished retreat for nature lovers, bird watchers and exercise enthusiasts.

The area is home to a number of educational institutions both public and private. One can find in Harrisburg a public charter school, the Sylvan Heights Science Charter School, the Capital Area School of the Arts (an arts-focused magnet school) and SciTech High, a regional math and science magnet school affiliated with Harrisburg University. The Central Dauphin School District is the largest public school district in the metropolitan area and is the 13th largest in Pennsylvania.

The region also is home to an extensive Catholic educational system. There are nearly 40 parish-driven elementary schools and seven Catholic high schools within the region administered by the Roman Catholic Diocese of Harrisburg, including Bishop McDevitt High School and Trinity High School. Numerous other private schools, such as The Londonderry School and The Circle School, which is a Sudbury Model school, also operate in Harrisburg. Harrisburg Academy, founded in 1784, is one of the oldest independent college preparatory schools in the nation. The Rabbi David L. Silver Yeshiva Academy, founded in 1944, is a progressive, modern Jewish day school. Also, Harrisburg is home to Harrisburg Christian School, founded in 1955.

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<sup>1</sup> [http://en.wikipedia.org/wiki/Harrisburg%E2%80%93Carlisle,\\_Pennsylvania,\\_metropolitan\\_statistical\\_area](http://en.wikipedia.org/wiki/Harrisburg%E2%80%93Carlisle,_Pennsylvania,_metropolitan_statistical_area)

In the spring of 2013, area Realtors declared a healthy housing rebound in the mid-state, as the home sale gains have not only sustained, but they keep gaining strength. Home sales increased in the greater Harrisburg area again in the second quarter of 2013 which marked the eighth consecutive quarter of increased home sales in our area. Median home sale prices held steady, overall. The median sale price of residential homes was \$163,000 over the first three months of 2013, compared to the median cost of \$162,900 in the second quarter of 2012.

## **THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM**

The Pennsylvania Municipal Retirement System (PMRS) is an agent multiple-employer pension system created by the Commonwealth of Pennsylvania. PMRS seeks to help Pennsylvania's local governments, regardless of size or resources, secure the future retirement of their employees by providing comprehensive, cost-efficient, and professional pension administration services through a pension plan tailored to the participants' and sponsor's requirements. Responsibility for the organization and administration of PMRS is vested in the eleven-member Pennsylvania Municipal Retirement Board (the Board). The Board is currently seeking to fill the top-executive level position with the agency, which is the Secretary / Executive Director (Secretary) of the agency.

The Secretary is responsible for the overall management and administration of the Pennsylvania Municipal Retirement System.

## **THE POSITION**

The Secretary of the PMRS serves as the Chief Executive Officer of the agency reporting to the eleven-member governing Board; overseeing a staff of approximately thirty-five, an operational budget of approximately \$3.7 million and a trust fund of \$1.9 billion. As agency head, the Secretary has overall responsibility for and directs the operations of the administrative, operational, investment, and legal activities.

The Secretary is responsible for organizing, managing, and providing strategic direction for the agency's entire staff. All employees report either directly or indirectly to the PMRS Secretary. The efficient and effective utilization of the agency's talent and resources in the fulfillment of Board-adopted goals is the primary task of this position. In addition to staff development and supervision, the position is responsible for advancing ideas and strategic plans associated with organizational structure, information processing, internal security, and data integrity.

The Secretary is responsible for developing policy papers, making agency and administrative judgments, and interpreting Board policy and applicable federal and state laws, regulations, and rules. Additionally, the Secretary is responsible for preparing Board agendas; advising the Board of pending state and federal legislation, regulation, and rule-making affecting benefit funding and pension administration; recording the minutes of Board meetings; implementing Board decisions; and retaining Board documents and official agency records. A key component of this activity is the assistance and educational training provided for the Board in the formation of policy and procedures.

The Secretary serves as the principal representative of the agency in presentation of agency services, operations, and activities. A sample of the duties include chief spokesperson to the general public, members of the media, legislators, plan sponsors, and individual plan members.

## **THE IDEAL CANDIDATE**

In evaluating applicants for this position the Board will be looking for candidates who exhibit the following characteristics and/or competencies:

- Ability to provide and apply analytical skills in a leadership position of a moderate size (15,000 membership) public pension plan.
- Extensive knowledge of actuarial concepts, federal tax qualification issues, investment management principles, and Pennsylvania public pension law.
- Proven leadership and guidance in the support, growth, and development of a professional staff.
- Strategic marketer of public pension program and designer of retirement programs.
- Coalition – builder and team leader skilled in forging consensus and synthesizing diverse opinions into strategic policies and legislative initiatives both as support staff to agency Board and CEO of agency workforce.
- Interpersonal communication skills, presenter, and negotiator for local government officials, municipal employees, legislative committees, and professional audiences.
- Change agent responsible for the selection, design, and implementation of information technology platforms, general fund accounting programs, client web-based applications, and organizational management design.
- Ability to address performance problems through corrective action as needed.
- Ability to perform other reasonably related duties as assigned by the Board.

### **EDUCATION AND EXPERIENCE**

The successful candidate should have at least four years of responsible business or governmental management work which includes at least two years of accounting, budget development, or financial management work, as well as a bachelor's degree with major course work in accounting, business, economics, finance, or a related field. Applicants that have three years' experience in a public or private retirement system will also be considered. Candidates may also have any equivalent combination of experience and training. Candidates should have a strong policy development skill-set and it would be beneficial, but not required, if you have experience in working with a board of directors.

### **COMPENSATION AND BENEFITS**

The salary range for the Secretary / Executive Director:

**\$83,678 - \$127,199**

Employee benefits are competitive and include:

- Health Insurance
- Life Insurance (Up to \$40,000)
- Short Term Disability (Optional)
- Long Term Disability (Optional)
- Dental and Vision plans
- Pennsylvania Retirement System (Defined Benefit Retirement Plan)
- Dependent coverage provided for medical, dental and vision. Life insurance plans available.
- Deferred Compensation (Optional)
- Paid Holidays
- Generous Paid Annual, Sick & Personal Leave

## **HOW TO APPLY**

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)

**A letter of interest and resume should be sent electronically by the close of business on February 14, 2014 to:**

**W. D. Higginbotham, Jr.**  
**Senior Vice President**  
**The Mercer Group, Inc.**  
**9123 Cherry Trace**  
**Seminole, FL 33777**  
**Email - [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)**  
[www.mercergroupinc.com](http://www.mercergroupinc.com)

*Resumes are subject to the provisions of Pennsylvania Public Records Statutes*

*The Pennsylvania Municipal Retirement System (PMRS) is an Equal Opportunity Employer. The PMRS and the Governing Board do not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*

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