

## **Assistant Executive Director**

**Belmont Contributory Retirement System**

**Pay Scale: \$60,000.00-\$80,000.00**

**Reports To: Executive Director**

**FLSA Status: Non-Exempt**

**37.5 Hours Worked Per Week In-Person**

### **GENERAL SUMMARY:**

Under the general supervision of the Executive Director and, in accordance with MGL Chapter 32 and PERAC Regulations; the Assistant Executive Director will perform a variety of duties such as recordkeeping, administrative and clerical functions, answering the telephone, posting retirement deductions, updating retiree and member information, process letters, memorandums and other correspondence, and any other duties that may be requested by the Executive Director or the Belmont Retirement Board.

### **ESSENTIAL JOB FUNCTIONS:**

- Works under the direction of the Executive Director, although a good portion of the work is performed independently. Errors could result in substantial confusion and delay.
- Answer the telephone and make appointments.
- Maintains and update member information both electronically and in the physical file.
- Coordinates member forms and retiree affidavit forms.
- Manages and reconciles the import of member's earnings and retirement deductions.
- Performs Photocopying, Fax, and other filing tasks.
- Processes letters, Memorandums, and other correspondence.
- Processes social security and other income verifications.
- Collaborates with and assists other Town departments on a regular basis.
- Reviews and maintains department and insurance related confidential information.
- Prepares accounts payable warrants in the absence of the Executive Director.
- Performs other related duties as required by the Executive Director or the Belmont Retirement Board.

## **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

- M.G.L. Chapter 32 experience preferred.
- Three to five years of related office experience required.
- Excellent interpersonal, written, and oral communications skills.
- Good organizational and time management skills.
- Working knowledge in Microsoft Office Suite applications.
- Individual handles highly confidential information.
- Ability to learn a variety of subject matter and communicate it effectively to the members.
- Ability to work independently, establishing own work plan and priorities with minimal supervision.

## **PROHIBITIONS:**

*840 Code of Massachusetts Regulations 1.03.* No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Public Employee Retirement Administration Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall be permitted to serve as an employee of a retirement board.

Letters of Interest and Resumes will be accepted through July 28<sup>th</sup>, 2023.

Please send Letters of Interest and Resumes to this email address:  
[rhoran@belmontretirement.org](mailto:rhoran@belmontretirement.org) .