

STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Order Detail

Department: DEPARTMENT OF ADMINISTRATION

Division: PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

Date Posted: 01/20/2006

Job Category: Management

Position Number: 61403819

Position Title: EXECUTIVE DIRECTOR

Location: HELENA

Job Status: Full Time Permanent

Salary: \$81,505.00 to \$101,882.00

Salary Unit: Year

Additional Salary Pay will be set within the above salary range, based on

Info: qualifications.

Shift: Daytime

Band or Grade: 8

Closing Date: 03/02/2006

**Supplement
Required: Yes**

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF ADMINISTRATION

PO Box 200131

HELENA, MT 59620

Phone: (406)444-9174

Fax: (406)444-5428

TTY: (406)444-0532

E-mail: msymons@mt.gov

Special Information:

Excellent benefits, including significant annual and sick leave. Applicants chosen to be interviewed by the Board will be reimbursed at state rates for their travel, lodging and meal expenses. The Board may negotiate relocation expenses with the successful candidate. Information on the background and experience of the applicants interviewed

STATE ADMINISTRATION & VETERANS' AFFAIRS
INTERIM COMMITTEE
MARCH 6, 2006 MEETING
EXHIBIT 14

by the Board will be open to the public. Because of the special importance of this position with respect to the administration of the Montana public employee retirement systems, Montana's governor has taken special interest in the hiring process. There is a possibility that Governor Brian Schweitzer or his designate will review all application materials submitted to the Board. Applicants chosen to be interviewed by the Board will be asked to consent to background and reference checks. Credit checks may also be conducted if circumstances dictate, and permission is obtained. Applicants must be available for interviews March 29 - 31, 2006.

Duties:

This position is the Executive Director of the Montana Public Employee Retirement Administration (MPERA), serves as executive staff to the Public Employees' Retirement Board, and develops and administers all agency programs, strategies, and standards to ensure achievement of Board and legislative priorities and the agency mission. Duties include agency planning and strategic development; public, agency, and legislative relations; agency administration; staff management; and performing various other duties as assigned by Board or legislative request. The position reports to the Board, and directly or indirectly manages all agency staff (34.0 FTE).

Competencies:

The position requires considerable knowledge of the concepts and theories of public administration, public retirement systems and administration, fiscal management, and the legislative process. The position requires considerable knowledge of state and federal retirement and trust laws, rules, and regulations; program planning; budgeting; personnel management and supervision; and actuarial principles and practices. The position also requires considerable knowledge of contract administration, negotiation and mediation methods and techniques; public relations and communication; lobbying; research methods; media practices; issues affecting public retirement administration; organizational theory; managerial principles and practices; equipment procurement processes; and employment law. The position is expected to be knowledgeable in the administration and development of public retirement systems. The position requires skill in planning, program administration, budgeting, negotiation, and persuasion. Work also requires skill in motivating and communicating with a variety of personnel; in leadership, executive management, and data collection and analysis. The position also requires the following skills, abilities, and behaviors: speaking and writing effectively; leadership; networking; relationship building; planning; organizational skills; conducting research; perseverance; results orientation; achievement; innovation; visionary/change agent; and team building.

Education/Experience:

Requires a combination of education and experience equivalent to a Bachelor degree in business or public administration, management, finance, economics, or a directly-related field and seven years of administrative or executive management experience (please submit a copy of your college transcripts).

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

1. Applicants claiming the Veterans' or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. 2. Completed Written Response to Application Supplement. Complete application supplement identified with your name and the position number (see attached Supplement Questions). 3. Applicants must submit a copy of college transcripts at the time of application. Certified copies may be requested at a later date. 4. A resume with references and a cover letter. All application materials must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered. Additional info, including this Announcement, Job Profile and basic screening criteria for responses to Suppl Questions can be obtained from the MT Job Service or on the MPERA website, www.mpera.mt.gov.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement. Please put your name and the position you are applying for at the top of each page. Please limit responses to approximately 800 words or less for question 1, and 400 words or less each for questions 2, 3, 4 and 5.

1. Describe your knowledge of and experience with program management and administration, including any specific background with 1) retirement system administration and 2) fiscal management. Be specific as to your approach (thought processes, methodology, implementation strategy, innovation, etc.) to developing and implementing programs and policies, conducting strategic planning, research, identifying issues and conflicts, negotiating buy-in, and managing resources.

2. This position provides support and consultation to the Board on legislative matters, and represents the retirement system and agency to the legislature. Please provide specific examples of your background in providing research support, consultation, and recommendations to a board or similar entity, specifically with regard to legislative matters, and describe any experience in representing an organization on legislative, governmental, regulatory, or similar issues. Include in your response the methodology, planning, strategy, and outcomes related to your examples.

3. The position is responsible for managing a diverse staff including professional, technical and clerical positions. Please describe your personnel management background. Describe specific strategies and approaches for fostering teamwork,

motivating employees, ensuring legal compliance of personnel policies and activities, etc.; and include the type of positions you have supervised, the number of staff, and your knowledge of specific supervisory responsibilities (e.g., hiring, performance management, scheduling, discipline, labor relations, training, etc.).

4. The position involves planning (e.g., working with the public, local government, peers in other state agencies, Montana industry, public employees, and retirees); providing opinions, and responding on behalf of the agency; giving presentations and attending meetings to build public awareness of MPERA; public education; and otherwise representing the agency (e.g., with the media and special interest groups). Please describe your experience in engaging in promoting programs; educating individuals, groups, or organizations; negotiating; and in preparing written documents and delivering speeches.

5. This position requires effectiveness in identifying and defining important public policy issues; gathering and synthesizing diverse and ambiguous information; developing new possibilities; and using judgment to solve problems. Please provide specific example(s) of your background in researching and analyzing information; determining what information resources and tools are needed; defining issues; presenting practical options and conclusions; making critical decisions; and communicating and defending assumptions and conclusions.

6. Applicants must submit a copy of college transcripts at the time of application. Certified copies may be requested at a later date.

7. A resume with references and a cover letter.

Additional information, including this Vacancy Announcement, the Job Profile and basic screening criteria for responses to the Supplemental Questions can be found on the Montana Job Service website <http://mt.gov/statejobs>