

# Deputy Executive Secretary San Luis Obispo County Pension Trust



First application review is  
scheduled for  
September 30, 2013



## **Our County:**

Located halfway between Los Angeles and San Francisco, about 260,000 people call San Luis Obispo County home. Over a dozen delightful towns and cities, including the Cities of San Luis Obispo, Arroyo Grande, Atascadero, Avila Beach, Cambria, Cayucos, Morro Bay, Nipomo, Paso Robles, Pismo Beach, San Miguel, San Simeon, and others create a single extended community.

Our county's natural beauty includes beaches, lakes, mountains, wetlands, elfin forests, and state/county parks. San Luis Obispo County is home to California Polytechnic State University, Cuesta Community College, Hearst Castle, two of the 21 historical California missions, and a commercial airport. San Luis Obispo County schools are among the highest ranked schools in the state.

San Luis Obispo County is one of the largest wine regions in California. Throughout the County there are year-round farmers markets, recreational activities, wine tours, and cultural events to meet all your relaxation needs.

Agriculture, government, tourism, recreation, and a growing technology business sector make up the stable economic background of the County.

## **HOW TO APPLY:**

- [Click here](#) to apply.
- In addition to the online application, a letter of interest, resume, and response to essay questions are required. The letter of interest should include details about your experience and background in benefits administration and benefit or payroll software systems. Please email letter of interest, resume and response to essay questions as separate attachments to: **[jazarvand@co.slo.ca.us](mailto:jazarvand@co.slo.ca.us)**
- NOTE: Completion of a supplemental questionnaire is required with the application.

Please contact Jamie Azarvand for further assistance: (805) 781-5959



### **The Job:**

The San Luis Obispo County Pension Trust is seeking an innovative, responsive and high performing business professional to serve as the key Deputy to the Executive Secretary in managing a highly complex defined benefit retirement system. In particular, this position takes a leadership role in managing the benefit administration and recordkeeping systems side of the Pension Trust's operation. Secondary involvement in the investment management of the Trust's \$1 billion of assets will also be a component of the job.

This position requires a high level of experience, independent judgment, analytical abilities and communication skills. Along with professional staff, this individual will interface significantly with actuaries, legal counsel, upper management and staff of the plan sponsor and related contract agencies.

For more information about the San Luis Obispo County Pension Trust, please go to: **[www.slopensiontrust.org](http://www.slopensiontrust.org)**.

### **Compensation:**

Current Salary Range: \$99,555—\$121,012 DOQ  
plus a generous benefits package



## Deputy Executive Secretary San Luis Obispo County

**The Ideal Candidate** will have a minimum of five years of increasingly responsible professional level experience involving work with retirement systems, benefits administration, and/or complex payroll systems. We are looking for a candidate who:

- Is an experienced **leader and manager** who has a record of working effectively with a wide variety of stakeholders and fellow professionals in administering a pension or benefit related operation.
- Has a **thorough level of expertise in benefits administration and software systems** to serve the members and participants of the retirement plan and to further the goals of efficient and competent management.
- Possesses the highest level of personal and professional **integrity**.
- Has a strong record of developing and maintaining effective **interpersonal relationships** with department staff, governing Boards, other public agencies, other professionals such as actuaries and legal counsel, and the public.
- Demonstrates calm, centered and confident leadership that **inspires** others to commit to the organization's ideals, contribute their best and provide outstanding customer service.
- Is an outstanding **communicator** and listener who can work collaboratively with community groups, elected and appointed

A bachelor's degree in Business, Human Resources, Accounting, Finance, Management, Public Administration or a related field is required. An advanced degree and/or professional certification is preferred. Job-related experience may substitute for the required education on a year-for-year basis.

