



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20140731	POSITION: Director, Stakeholder Communication and Outreach
OPENING DATE: July 31, 2014	CLOSING DATE: Monday, August 4, 2014
TOUR OF DUTY: Part-time (24-28 hours/week)	STARTING RANGE: \$114,840 - \$143,550 DOQ (Grade 11) (Career Service) Entire Range: \$114,840 - \$177,428
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: TERM-LIMITED (Maximum 2-year/24 month period)
<u>This position is NOT in a collective bargaining unit.</u>	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Director of Stakeholder Communication and Outreach is a senior staff position that is responsible for creating and maintaining ongoing communication with and outreach to DCRB's key constituents, organizational partners, and stakeholders. The Director of Stakeholder Communication and Outreach executes and coordinates activities consistent with the established goals, objectives, and policies established by DCRB's Executive Director, Executive Leadership Team, and Board of Trustees.

PRIMARY RESPONSIBILITIES

As requested by the Executive Director, the Director of Stakeholder Communication and Outreach:

1. Develops executes a communications program consistent with the organization's strategic plan and mission.
2. Drafts memos, letters, and responses to inquiries for Executive Director and other Agency officials.
3. Creates and edits a quarterly newsletter for distribution to plan participants and stakeholders.
4. Researches and drafts annual performance and budget testimony for Executive Director.
5. Drafts materials and testimony for the Board of Trustees on routine or ad hoc special issues.

6. Researches and drafts administrative policies and procedures applicable to plans administered by the Board.
7. Assists the Executive Director and Board Committee Liaisons with developing and drafting meeting materials.
8. Reviews all board and committee minutes, and revises as necessary.
9. Supports the communication needs of other agency departments (e.g., Finance, Investments, Benefits), as needed and as requested by the Executive Director.
10. Works with DCRB's Legal Department, as requested, to research, review, analyze, and comment on legislative and regulatory proposals that impact the benefits under the plans administered by the Board
11. Builds and maintains strong working relationships with multiple stakeholders to assure that proposed or amended statutes, regulations, programs, plans, procedures or processes that affect the Board or the plans it administers are known, fully vetted, and coordinated/implemented appropriately
12. Works closely with the above groups in advance of and during the implementation of any proposed new or changes in existing statutes, regulations, plan or program provisions, procedures or processes that affect the Board or the constituent groups it represents
13. Develops educational materials for presentations to stakeholders, explaining the Board's mission, programs, and/or any other subjects (e.g., actuarial assumptions, plan funding issues, etc.) that will assist in their understanding of the Board, its goals, and its vision.
14. Promotes the establishment of a collaborative group of the staff of various District organizations who will work together on subjects of mutual interest

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, including the ability to write and speak clearly and succinctly in a variety of communication settings and styles
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Excellent project management and organizational skills
- Knowledge of the District's legislature and its legislative process
- Ability to quickly comprehend the full scope of the District's retirement plans and retirement system operations

- Ability to make decisions and operate independently with respect to complex issues and business requirements with a high degree of visibility and exposure
- Collaborative leadership and management skills
- Ability to develop, plan, and implement short- and long-range goals
- Ability to make strategic and tactical decisions and judgments on sensitive, confidential issues
- Ability to thrive in a changing environment and deal effectively with ambiguity
- Competence in managing multiple projects simultaneously with a strong results/goal orientation
- Skilled in organizing resources and establishing priorities
- Ability to use rigorous logic and methods to solve difficult problems with effective solutions
- Ability to work closely with others as part of a team while being able to take full responsibility for outcomes

QUALIFICATIONS

- Bachelor's degree (preferably in Business Administration) required. Masters degree in Business Administration, Public Administration, or Mathematics a plus.
- CEBS certificate preferred, but not required
- Seven to ten years of administrative work supporting state/municipal retirement system programs, including pension benefit law and administration, financial/plan audits, budgets, constituent communications, actuarial evaluations, board and committee presentations, and legislative testimony, or the equivalent experience in similar position in a substantial public agency involving responsibility for stakeholder communications.
- Five or more years of supervisory experience in an administration and/or human resources environment.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: Grade 11

This job description indicates the general nature and level of work to be performed by an employee in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of an employee assigned to this job. The employee may be asked to perform other duties as assigned.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY:

Via U.S. Mail to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Via Fax to: (202) 343-3302
Attention: HR Director

Via Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

