

We are seeking a **Deputy Director for Administrative Services**, a newly created position. TMRS is a statewide agent multiple-employer public employee retirement system that provides retirement, disability, and death benefits to employees. As a hybrid defined benefit plan, TMRS members contribute at a designated rate toward their own retirement benefit. TMRS is located in Austin, Texas and employs a staff of 116. As of 12/31/2017 the funded status was 87.4%.

The **Deputy Director for Administrative Services (DDAS)** reports directly to the Executive Director and is responsible for assisting in the top management of the organization; directly overseeing assigned operational departments, programs, staff and/or functions. The DDAS is also responsible for creating a centralized procurement process and assessing the enterprise risk management function, which may include implementation and oversight if brought forward. This role will have three direct reports and oversee approximately 35 indirect reports.

Qualifications Sought:

- Bachelor's degree from an accredited college or university, with a preference for business, finance, or computer science major; Master's degree in Business Administration (MBA) or other related field is preferred.
- Significant progressive leadership experience (ideally a minimum of ten years), three years of which involved overseeing related administrative operations; experience in the pension industry is preferred.
- Proven ability to provide effective leadership in a broad range of organizational functions; excellent oral and written communication skills with demonstrated ability to formulate and effectively communicate a vision.
- Demonstrated ability to ensure the organization's investment in information technology is maximized.

Detailed **Position Specifications** are available by clicking the link below:
https://eflassociates.cbiz.com/Portals/2/Denver/TMRS_Final_Pos_Specs.pdf

EFL Associates, an executive search firm, is assisting TMRS in this search. Please **APPLY** to Lauren McElderry at lmcelderry@eflassociates.com.