The Los Angeles County Employees Retirement Association
Is Accepting Applications for the Position of

ADMINISTRATIVE SERVICES OFFICER (PROCUREMENT/RISK MANAGEMENT)

WHO WE ARE
LACERA administers and manages the retirement fund for the County of Los Angeles. We are the largest county retirement system in the United States, with approximately $57+ billion in assets, serving 156,000 members and more than 54,000 benefit recipients.

LACERA's membership is composed of individuals from a diverse range of careers, age groups, and ethnicities—all contributing to the greater welfare of Los Angeles County.

LACERA is an independent governmental entity, separate and distinct from the County of Los Angeles. Its fiduciary responsibility is to promote, enhance, and efficiently administer a financially sound retirement and healthcare benefits program through prudent investment and conservation of plan assets.

MISSION
Produce, Protect, and Provide the Promised Benefits

VALUES
Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork
ABOUT THE POSITION
This position is part of the Administrative Services Division Management Team and provides both technical and administrative supervision to administrative generalists. The Administrative Services Officer — Procurement/Risk Management position is charged with developing and monitoring the Risk Management Programs, Records and Information Management Program, Liability Insurance Program, Business Continuity Program, and Health and Safety Program, as well as contract monitoring, facilities maintenance, procurement, and general management duties. This position may make decisions and recommendations on matters concerning risk management, special studies, and other programs the incumbent is charged with developing. The incumbent in this position may be cross-trained in several functional areas to enhance the overall effective management of the Administrative Services Division.

We are searching for an individual who is innovative, motivated, and passionate, and can enhance the effective management and professionalism of the Administrative Services Division. This position influences and interacts with all levels of the organization, from line staff to our highest-level executives.

SELECTION REQUIREMENTS
Five years of experience in a general administrative staff or specialized staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, and/or risk management.

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Two years of experience at the level of Administrative Assistant III, LACERA.

DESIRABLE QUALIFICATIONS
Procurement/Risk Management:

- Demonstrated experience designing, developing, and managing a business continuity program (BCP), to include developing procedures, coordinating BCP tests, and documenting test results.

- Demonstrated experience analyzing complex problems, evaluating alternatives, and implementing creative recommendations for solutions to problems, procedures, and programs.

- Demonstrated project management experience, including working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.

- Strong interpersonal, written, and verbal communication skills, to include making effective oral presentations and preparing clear, concise, and complete written reports.

- Microsoft Office Applications including Excel, Word, and PowerPoint

ANNUAL SALARY
$99,486.00–$150,580.20

BENEFITS
LACERA offers a comprehensive benefit package that includes medical and dental coverage; 401(k), 457(b), and defined benefit pension plans; retirement healthcare benefits; paid holidays; annual leave; a tuition reimbursement program; and rideshare incentives.

HOW TO APPLY
Apply online at www.lacera.com and click on the Careers link. Be sure to add @lacera.com to your email address book and to the list of approved senders to prevent email notifications from being filtered as spam or junk mail.

FILING START DATE
Applications will be accepted beginning Tuesday, November 17, 2020. This recruitment will remain open until the needs of LACERA are met and may close without prior notice.

LACERA is an equal opportunity/ADA-compliant employer.