
Employment Opportunity

Position: Administrative Officer of NAPPA
Posted: November 30, 2011
Letter of Interest And CV due: Friday, January 6, 2012
Interviews: During the week of February 6, 2012 in Washington D.C.
Starting Date: Summer 2012 (flexible)
Salary Range: \$50,000 to \$70,000, annually, part time (approximately 15-20 hours/week)

About NAPPA:

The National Association of Public Pension Attorneys, NAPPA, is the foremost professional and educational organization serving attorneys representing public pension fund clients. NAPPA provides educational opportunities and informational resources for its member attorneys, organizes and conducts educational conferences, and publishes a quarterly newsletter. NAPPA was organized in 1987, and as of June 30, 2011, had a membership of 585 attorneys.

NAPPA is governed by a nine member Executive Board selected from the membership of the organization. The staff of the organization includes the Administrative Officer, Administrative Assistant, Administrative Aide, and an Administrative Technician (the last two are part time). Additional information regarding NAPPA is available at www.nappa.org.

Position:

NAPPA is seeking candidates for the position of Administrative Officer. This is a part time (approximately 15 to 20 hours per week) exempt position reporting to the Executive Board. Although the NAPPA administrative offices are currently located in Sacramento, CA, the organization will consider applicants from other geographic locations.

The successful candidate will have senior management experience in a complex organization, e.g., pension fund, law firm, insurance company, banking institution, or government agency. Outstanding leadership attributes, the highest integrity and ethics, excellent communication skills, professional presence and maturity, and knowledge of issues concerning public pension plans are a must.

Essential Activities:

- Be the “public face” of NAPPA
- Work collaboratively with the Executive Board.
- Organize, Manage and Attend NAPPA Educational and Seminar Conferences
- Edit and Publish the quarterly electronic newsletter.
- Manage Collection of Membership Dues and Conference Registration.
- Manage Membership Relations and Communications.
- Maintain Adequate Accounting Records, Internal Controls, Audit Processes, Financial Management, and Tax Reporting.

- Evaluate, Hire, and Terminate Service Providers (e.g., hotels, accountants, and website maintenance).
- Understand the culture and goals of NAPPA specifically and the public pension community generally.
- Management of NAPPA Staff and Business Operations.
- Coordinate Strategic Planning.

Minimum Qualifications:

- Bachelor's degree and 10 years of relevant experience.
- Strong computer skills.
- Strong communication skills.
- Must be a self-starter as well as possess the ability to work collaboratively.

Desirable Qualifications:

- J.D. degree with experience representing a public pension fund.
- Bachelor's or Master's degree in management, finance, economics, business or related field.

Expected Competencies:

- **Accountability:** Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight. Can be relied upon to report material issues to the Executive Board.
- **Adaptability:** Adapt easily to changing business needs, conditions, and work responsibilities. Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- **Research:** Effectively identify, collect, organize, and document information in ways that make the information most useful for subsequent assessment, analysis, and evaluation by the Executive Board.
- **Results Orientation and Initiative:** Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively takes appropriate action to get the job done.

Background Check:

A background investigation will be required.

The Deadline to Apply is Friday, January 6, 2012:

To apply for the position, please deliver by the deadline the following information:

- A cover letter specifying how you meet the qualifications and competencies listed above (no more than two pages).
- A current chronological CV.
- A list of at least three professional references (current and past supervisors preferred) with current contact information.

The application materials must be delivered to: Mr. Richard H. Koppes, NAPPA Administrative Officer, 7248 South Land Park Drive, Suite 102, Sacramento, CA, 95831. Application materials will be screened for the purposes of determining who will be selected for an interview. It will be to the candidate's advantage to submit their materials as soon as possible.

Communications:

Candidates should not communicate with members of the Executive Board concerning the employment opportunity; doing so may result in disqualification. Questions from candidates should be addressed to either NAPPA's Administrative Officer or President. They may be contacted by mail, e-mail, or telephone as follows:

Richard H. Koppes
 NAPPA Administrative Officer
 7248 South Land Park Drive, Suite 102
 Sacramento, CA, 95831
 (916) 429-2545
 rich@nappa.org

Gregory W. Smith
 NAPPA President
 Colorado Public Employees' Retirement Association
 1301 Pennsylvania Street
 Denver, CO, 80203-5011
 (303) 837-6271
 gsmith@copera.org