

# Deputy Administrator, Division of Management Services



Department of Employee Trust Funds (Wisconsin Retirement System), Madison, WI  
Salary: Up to \$100,117 depending on qualifications

## Wisconsin Retirement System

The Wisconsin Retirement System (WRS) has \$93.7 billion in assets and is the ninth largest public pension fund in the United States and the 28th largest in the world. The WRS serves more than 580,000 state and local government employees and retirees and 1,480 employers. Annually, the WRS receives \$1.56 billion in contributions and pays \$4.2 billion in benefits. All assets are managed by the State of Wisconsin Investment Board.

## Department of Employee Trust Funds

The Department of Employee Trust Funds (ETF) is a fast-paced, dynamic workplace that administers pension and other fringe benefits for public employees across Wisconsin. ETF strives to provide excellent customer service in the most efficient manner possible. ETF is in the midst of a significant modernization initiative, providing unique opportunities to help improve the administration of the WRS, the group health insurance program for state employees, and the other public employee fringe benefits.

## ETF Mission and Vision

ETF's mission is to develop and deliver quality benefits and services to our customers while safeguarding the integrity of the Trust.

ETF's vision is to become a leader among large public employee benefit systems by offering best practice customer services to our members by:

- offering a suite of tools to empower our customers to become better educated about their benefits;
- being available to more members in more parts of the state to provide critical retirement planning, problem solving and direct education; and
- building our infrastructure (human resources, information technology, facility) to ensure it has the capacity to support achieving our goal.

## Deputy Administrator Opportunity

ETF is seeking a Deputy Administrator to assist in the oversight and management of the Division of Management Services programs, including developing long range and operational plans and policies. The Division supports the mission of the Department through the provision of various services such as human resources, operating and biennial budget, procurement, contract administration, facilities, telecommunications, disaster/business recovery planning, records management, supply and mail services, library, applications development, security, data administration, network and helpdesk operations and support.

The successful candidate will possess a strong ability to communicate effectively, both verbally and in writing and be able to deal effectively with time-critical situations in a changing environment. The Deputy Administrator must be dedicated to exceptional customer service, be able to make sound recommendations in a wide variety of program and service areas, and develop and maintain effective working relationships with many stakeholders at all levels throughout the organization. The ideal candidate will have a strong background in overseeing budgets, procurement and contract administration.

Apply By 4/17/14

For application instructions contact:

Olga Bilinson,  
HR Specialist at  
608-266-8585 or  
ETFJobs@etf.wi.gov

Or visit  
[http://bit.ly/DMS\\_Deputy\\_Admin](http://bit.ly/DMS_Deputy_Admin)