

**BENEFITS ADMINISTRATOR**  
**Position Closes: August 30, 2022**  
**Salary Range \$95,700-\$156,790**

Fairfax Water is seeking an experienced professional to serve as its Benefits Administrator. This position has responsibility for the administration of employee and retiree benefit plans that include a self-funded health plan, retirement plan, and disability and life insurance programs. The Benefit Administrator reports to the Manager, Human Resources.

The position manages benefit contracts, develops requests for proposal and scope of vendor services, updates plan documents for compliance, prepares communication notices and forms, conducts open enrollment and employee meetings, and develops program changes to manage costs. The position has responsibility for employee and retiree transactions, communicating directly with retirees and employees and resolving benefit issues. The position oversees HRIS and technology process review and evaluates the automation of systems.

Fairfax Water employs 440 employees and provides benefit support to 360 retirees. Fairfax Water provides retail water service to over one million residents of Fairfax County and supplies wholesale water service to seven surrounding jurisdictions and entities that collectively serve nearly one million additional residents in Northern Virginia. We are Virginia's largest water utility, providing nearly one in four Virginians with high quality water and have one of the lowest commodity rates in the Washington D.C. metropolitan region. Fairfax Water aspires to remain a respected industry leader, upholding our customers' trust by providing water of exceptional quality and reliability at a reasonable price while supporting the high quality of life and economic vitality of Fairfax County and the Northern Virginia region we serve.

Candidates for the Benefits Administrator position will have the following demonstrated skills and experience:

- Extensive experience administering a variety of employee benefits and knowledge of federal and state benefit regulations, including Medicare.
- Demonstrated analytical skills to develop metrics and analyze data.
- High level of technical proficiency using software products including Microsoft and HR Information Systems.
- Excellent communication skills including making presentations, interacting with consultants and vendors, and writing technical memos and letters.
- Demonstrated skills with details and ability to coordinate multiple projects.
- Good listening and critical thinking skills to properly define and resolve problems.
- Ability to develop good relationships when working with employees and retirees.
- Fairfax Water requires new employees to be fully vaccinated against COVID-19, subject to legally required exceptions.

Apply at <https://www.governmentjobs.com/careers/fairfaxwater>