

# ALABAMA PEACE OFFICERS'

514 SOUTH MCDONOUGH STREET



# ANNUITY & BENEFIT FUND

P. O. BOX 2186

MONTGOMERY, AL 36102-2186

## BOARD OF COMMISSIONERS

CAPTAIN ADOLPH SOUTH, CHAIRMAN  
CHIEF ALLAN RAGAN, VICE CHAIRMAN  
MAJOR NEIL TEW  
CHIEF DEPUTY WAYNNE WARD  
SHERIFF JAY JONES  
SHERIFF SID LOCKHART

## EXECUTIVE DIRECTOR

JOHN E. HIXON, JR.  
334-242-4079  
1-888-360-4079  
FAX 334-242-4072  
[www.apoabf.alabama.gov](http://www.apoabf.alabama.gov)

**Job Title: Executive Director**

**Agency Name: Alabama Peace Officers' Annuity and Benefit Fund**

**Applications Accepted Through: Close of Business January 28, 2026**

Submit Resume and 3 Business References (not to exceed 3 pages) To:

Mailing address:

Alabama Peace Officers' Annuity and Benefit Fund

PO Box 2186

Montgomery, Alabama 36102-2186

Email to: [john.hixon@apoabf.alabama.gov](mailto:john.hixon@apoabf.alabama.gov)

**Responsibilities:** The Alabama Peace Officers' Annuity and Benefit Fund is responsible for all facets of delivery of retirement, disability, and death benefits for members created under Alabama Code §36-21-61. The Executive Director is the senior staff member reporting to the Board of Commissioners and is responsible for the operations of the Agency on a day-to-day basis. The Executive Director is a full-time employee and serves at the pleasure of the Board.

### **Job Duties Include (But Are Not Limited To):**

- Serve as the principal executive officer of the Fund, responsible for and directing day-to-day operations, and long-term planning.
- Implement policies, rules, and directives adopted by the Board of Commissioners, pursuant to Alabama Code §36-21-60 to §36-21-78.
- Coordinate with investment managers, actuaries, auditors, lawyers, and financial consultants.
- Advise the Board on operational, financial, actuarial, and legal matters affecting the Fund.
- Prepare agendas, reports, and recommendations for Board meetings.
- Ensure accurate budgeting, financial reporting, and internal controls.
- Monitor the financial condition of the Fund and recommend actions to maintain long-term solvency.
- Oversee eligibility determinations and benefit calculations consistent with statutory requirements.
- Establish and maintain procedures to safeguard member data and benefit records.
- Ensure compliance with all applicable Alabama statutes, regulations, and Board policies governing the Fund.
- Supervise Fund staff, including hiring, training, performance evaluation, and discipline as necessary.
- Establish operational policies and procedures to ensure efficiency, accuracy, and accountability.
- Manage contracts and relationships with external vendors, State agencies, and Service providers.
- Determine need for new legislation and administrative rules; Assist in operational interpretation and implementation of existing legislation; assist in drafting and/or reviewing legislation affecting Annuity Fund programs; and appear before legislative committees and acts as liaison to State Government and the Legislature for passage of proposed legislation.
- Attend and present Fund related seminars, meetings, training academies and conferences to promote member awareness of benefits.
- Maintain the Fund Building (514 S. McDonough St., Montgomery, AL 36104) and all necessary equipment.

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**Preferred Qualifications:**

- Bachelor's degree in business administration, Public administration, Accounting, Finance, or a related field.
- Strong leadership, organizational, and communication skills.
- Significant management (5+ years) financial or related administrative experience:
  - Personnel management (ex. Supervisory, leave, performance appraisals, etc.)
  - Developing and managing budgets
  - Managing procurement process (both bidding and purchasing)
  - Developing / implementing policies and procedures
  - Responding to inquiries
  - Disseminating public information
  - Developing working relationships
  - Meeting with legislative members and/or staff advocating for the APOABF
  - Experience with public retirement systems, annuity funds, or benefit programs.
- Knowledge of Alabama state government operations and statutory compliance:
  - Records management
  - Excellent written and oral communication skills
  - Some travel required in State to various Academies and Police Related meetings
  - Public speaking abilities
  - Knowledge of Alabama government with emphasis on the legislative and administrative procedures
  - Knowledge of state government policies and procedures
  - Posting meetings as required by State of Alabama law.
  - Valid Alabama Driver's License Required

Salary: Commensurate with experience within pay range #85 (\$86,359 - \$145,303) annually

**Benefits:**

- Low-Cost Health/Dental Insurance (Single Coverage)
- Optional Family Coverage (Health/Dental)
- 13 Holidays per year
- 1 Personal leave day per year or Mardi Gras Holiday (Baldwin and Mobile counties only)
- 13 Sick days per year (accrued time off)
- 13 to 29 Annual leave days per year (accrued time off)
- 168 Hours of military leave per year
- Retirement Plan
- Flexible Employee Benefit Plans
- Optional Deferred Compensation Plans

The Alabama Peace Officers' Annuity and Benefit Fund is an Equal Employment Opportunity employer.