

WASHINGTON COUNTIES INSURANCE FUND

JOB DESCRIPTION

JOB TITLE: Executive Director

POSITION SUMMARY:

The Executive Director functions as the chief executive officer at the Washington Counties Insurance Fund (WCIF), a public non-profit multi-employer benefits trust fund, with regard to planning, developing, and implementing the policies, practices, and operations of the trust fund to insure that all financial and strategic objectives and goals established by the Board of Trustees are met including compliance with applicable governmental regulations. The position serves as the Board's representative in the oversight of the trust fund and is fully accountable to the Board of Trustees. The position also provides support for the Board of Directors of the Washington Counties Insurance Pool (WCIP), which sponsors self-insured programs.

ESSENTIAL FUNCTIONS:

Responsible for day-to-day operations including staff development, cross training, identifying problems, finding solutions and providing effective coordination and communication.

Provides lead liaison role with Board members and employer representatives, and makes recommendations to the WCIF and WCIP Boards on courses of action for business and benefit strategies to meet corporate goals and objectives.

With the WCIF Chair and the WCIP President, coordinates and conducts meetings of the WCIF/WCIP Boards, Insurance Advisory Committee, Executive Committees and other functions by providing accurate and timely information on a continuing basis to facilitate informed decision making regarding governance, policies and changes to plan offerings, benefit designs or practices. Develops and presents annual budgets for the WCIF and WCIP.

Supervises the WCIF staff, leads and guides staff meetings, and is responsible for recruitment, selection, orientation, assignments, training, coaching, performance appraisal, discipline, promotion, and other related personnel matters.

Manages activities and monitors performance of benefit consultants, attorney, third party administrator, accountants, actuaries, pharmacy benefit manager, computer technicians and other professional advisors.

Implements and maintains internal accounting systems, procedures and controls that are in compliance with the Washington State Auditor's Office; monitors and ensures reserve requirements recommended by the Washington State Office of Risk Management are met and/or exceeded; develops and presents financial reports; and ensures operational expenses adhere within the approved budgets of the WCIF and WCIP.

Advises the benefits consultant to develop renewal strategies and negotiate contracts with: insurance carriers for the fully insured benefit plans sponsored by the WCIF; and the third party administrator, provider networks, reinsurance carrier and other providers of services for the self-insured vision plans sponsored by the WCIP.

Directs sales, marketing and promotional efforts to attract new participating employers and retain current customers; researches state and national trends to develop plans and

strategies; and maintains up-to-date knowledge on employee benefits to enable a wide selection of benefit plans at competitive prices and values.

Coordinates the development of employer and employee health education meetings, programs and communications, including benefit comparisons, benefit summaries, benefit helpline updates, summary plan documents, health promotion programs, wellness grants/incentives, and quarterly wellness newsletter.

Ensures compliance with state and federal laws and regulations that apply to the trust fund and self-insured health plans; works with lobbyist to monitor legislative bills that may impact operations and financial well-being of the trust fund.

OTHER DUTIES AND RESPONSIBILITIES:

Develops and maintains strong relationships with other county associations, including the Washington State Association of Counties (WSAC), Washington Association of County Officials (WACO), and Washington Counties Risk Pool (WCRP) by meeting regularly with the executive directors of these associations as well as attending their annual meetings. Flies and drives around the state to meet with Board members, current and prospective participating employers, insurance carrier representatives, brokers and other public and private sector people.

This job description reflects general details necessary to describe the job's essential functions and the level of knowledge and skills typically required. Individual may perform other duties as assigned, such as working in other areas to cover absences, to equalize peak work, or otherwise balance the workload.

QUALIFICATIONS, SKILLS, AND ABILITIES:

At least 7 years of senior management experience in the fields of employee benefits, public employer/multi-employer/association business, self-insured health and wellness programs, finance, and general insurance. Must be licensed and authorized to sell Life and Disability products in Washington State or be willing to become licensed.

Requires excellent interpersonal, communication and negotiation skills. Ability to foster a cooperative work environment and keep privileged information confidential. Strong skills in financial/business analysis and fiscal management. Proficiency with Microsoft Office software including Word, Excel and PowerPoint.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Duties are performed in a typical office work environment. Must be able to discern voice conversations, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers and other office equipment. Must be able to lift 50 pounds.