



New Jersey Schools Insurance Group
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Mount Laurel, New Jersey 08054
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Board of Trustees Meeting of May 15, 2019
Action Item
Executive Director Job Description

Recommended Resolution: to approve the job description for Executive Director search.

William Mayo

William Mayo, CPCU, ARM
Executive Director

NEW JERSEY SCHOOLS INSURANCE GROUP JOB DESCRIPTION

Title: Executive Director

Department: Administrative

Reports to: Board of Trustees

FLSA

Classification: Exempt

1. Summary:

Under the supervision of the Board of Trustees, the Executive Director is the principal executive officer for the New Jersey Schools Insurance Group (“NJSIG”), and is responsible for acting on behalf of the Board of Trustees in managing the day-to-day operations of NJSIG. The Executive Director is also responsible for defining, developing and implementing strategies to fulfill NJSIG’s mission to be the premier provider of insurance and risk management solutions for school districts in the State.

2. Functions:

- a. Responsible for directing and managing all aspects of NJSIG’s daily operations, including, but not limited to: financial operations, budgeting, marketing, membership, business development; risk management, staffing, education, training, legal matters, legislative matters, claims

administration services, information systems, office space, equipment, communications and administrative functions;

- b. Responsible for fulfilling all roles and functions as set forth in NJSIG Bylaws, as well as in applicable statutes and regulations;
- c. Oversees the selection, hiring and supervision of all NJSIG employees. Develops and oversees staff performance evaluation, provides for staff training and development, and administers staff compensation;
- d. Directly responsible for developing and overseeing NJSIG's senior management team and conducting performance evaluations of the senior management team;
- e. Provides collaborative management of the organization and NJSIG leaders to ensure smooth operations across all departments;
- f. Formulates and implements NJSIG's policies and procedures;
- g. Evaluates, develops and oversees appropriate internal controls to ensure the continued integrity of NJSIG's operations;
- h. Oversees the preparation and administration of NJSIG's annual budget;
- i. Monitors the investment of NJSIG assets and reviews investment reports;
- j. Directs the preparation and maintenance of NJSIG records, reports and files, and executes contracts, instruments and other documents on behalf of NJSIG;

- k. Ensures proper coverage is in place for NJSIG's internal operations and exposures;
- l. Directs the preparation of specifications, solicits proposals, and/or negotiates contract terms for products and professional services required by NJSIG;
- m. Directs the development of NJSIG coverage documents and coverage structure; negotiates terms with reinsurers and excess carriers and, when appropriate, solicits coverage proposals from various markets;
- n. Maintains NJSIG's relationships with actuaries, brokers, sub-fund administrators, reinsurance brokers, and reinsurers to establish and maintain a stable and competitive rating structure for NJSIG members and otherwise promote NJSIG members' interests;
- o. Directs NJSIG legal staff in matters of litigation strategy; monitors and responds appropriately to legal and legislative issues affecting NJSIG and its members;
- p. Implements new technologies and technology-enabled services for NJSIG internal operations and NJSIG members;
- q. Identifies key partners needed to develop new NJSIG programs, products and services and establishes relationships with same;

- r. Directs business development activities and explores new service and product opportunities to ensure NJSIG is adaptable and otherwise well positioned to respond to dynamic market conditions;
- s. Establishes and implements a competitive marketing and membership service plan to retain current NJSIG members and attract new members;
- t. Attends and presents at NJSIG Board meetings and Committee meetings;
- u. Regularly advises the Board on NJSIG's financial and operational status, and consults with the Board on organizational, governance and policy matters;
- v. Communicates and negotiates with external parties to protect and advance NJSIG's interests;
- w. Develops and regularly makes presentations to NJSIG members, brokers, and other stakeholders, as well as trade and professional organizations, in and outside of New Jersey;
- x. Travels to, attends, and presents at conferences related to NJSIG and intergovernmental risk pooling in and outside of New Jersey;
- y. Keeps abreast of current trends and developments in the insurance and intergovernmental risk pooling industries;

- z. Upholds a high standard of ethics, business practices and professionalism, and models this behavior for staff, in order to positively represent and protect NJSIG's reputation and brand, at all times;
- aa. Other duties, as assigned by the Board of Trustees.

3. Qualifications:

- a. Bachelor's degree required;
- b. Master of Public Administration, Master of Business Administration, or Juris Doctor degree preferred;
- c. Minimum of seven years' experience in the management and administration of a governmental entity required;
- d. Minimum of seven years' experience in the management of multiple direct reports, with the demonstrated ability to manage employees required;
- e. Comprehension of actuarial concepts, advanced statistical concepts, underwriting protocols, claims administration processes, loss control services and risk management strategies required;
- f. Comprehension of the laws governing NJSIG's operations required, including, but not limited to, N.J.S.A. 18A:18B-1, et seq.; Public School Contracts Law ("PSCL"), N.J.S.A. 18A:18A-1, et seq.; Open Public Records Act ("OPRA"); N.J.S.A. 47:1A-1, et seq.; and, Open Public Meetings Act ("OPMA"), N.J.S.A. 10:4-6, et seq.;

- g. Comprehension of public entity functions, operations, governance and compliance in the State of New Jersey required;
- h. Ability to exercise good judgment and exhibit a professional demeanor and executive presence at all times, including under pressure required;
- i. Excellent interpersonal, written, and verbal communication skills required;
- j. Excellent prioritization, organizational and team-building skills required;
- k. Subject matter expertise in public entity pooling operations and risk pool management preferred;
- l. Experience with budget development, income management, financial forecasting, and investment oversight preferred;
- m. Ability to build strong, productive relationships with all levels in an organization and with clients, from entry level through senior leadership preferred;
- n. Strong client management skills, including the demonstrated ability to persuade and influence preferred;
- o. Residency in the State of New Jersey in accordance with the New Jersey First Act, N.J.S.A. 52:14-7, et seq., unless otherwise exempted; and,

- p. Ability to work in an office environment with moderate noise level, ability to work flexible hours, including evenings and weekends, and the ability to travel to other offices and client, carrier, and work sites as required.

4. Approved

Board of Trustees: _____

Date: _____