



## Miami Valley Risk Management Association Job Posting

### Executive Director

#### About the Miami Valley Risk Management Association

With offices in Kettering, Ohio, the Miami Valley Risk Management Association (MVRMA) is a property/casualty "insurance pool" for qualified cities in southwestern Ohio. Individually, its members are too small to fund a self-insurance program. Collectively, however, the MVRMA members have sufficient size and resources to effectively administer a partially self-insured program. A 1986 Ohio law allows Ohio public entities to pool together for just this purpose. MVRMA has been operational since December 1, 1988. Currently, MVRMA includes 20 cities as members. In 2004, MVRMA received the Ohio City/County Management Association's Intergovernmental Cooperation Award. There have been two Executive Director's in MVRMA's 24 year history. The current Executive Director will retire July 31, 2012. Additional information about MVRMA can be found on our web site at [www.mvrma.com](http://www.mvrma.com).

#### Job Responsibilities:

The Executive Director directs and coordinates the organization's day-to-day operations, supervises staff, carries out the Board's policies and directives, complies with the mission statement and goals, prepares and implements budget and financial strategies, and assures member cities' excess and re-insurance needs are met. MVRMA has four staff positions: Executive Director, Administrative Assistant, Claims Manager and Loss Control Manager. In addition, the Executive Director works with external insurance brokers and service providers. Some out of state travel may be required of the Executive Director.

#### Qualifications:

Bachelor's degree in Public Administration, Risk Management, Business Administration or a related field. An Associate in Risk Management (ARM) designation or master's degree in these or comparable fields is preferred and at least five years' experience in local government administration/risk management.

#### Knowledge, Skills and Abilities:

- Ability to plan, organize, implement, coordinate and control administrative policies and procedures, including the mission statement and goals.
- Ability to communicate effectively both verbally and in writing; effectively deal with the public and resolve conflicts and complaints.
- Ability to supervise and coordinate activities of staff.
- Ability to establish and maintain effective working relationships with staff, Board representatives, member cities' administration and staff, and with legal counsel, brokers

and consultants.

- Ability to research, analyze and evaluate programs and operations and reach sound, objective and conclusive decisions.
- Ability to prepare clear, concise and comprehensive reports in a timely manner.
- Ability to effectively manage all budget and financial activities of MVRMA.
- Ability to identify deficiencies in MVRMA's operations and recommend appropriate remedies.
- Ability to make effective presentations before a variety of public audiences, including elected bodies, appointed boards and commissions, employee groups, etc.
- Knowledge of local government operations, applicable Federal and State laws relating to risk management and the administration of municipal joint self insurance pools in Ohio.
- Knowledge of administrative procedures, as well as methods and techniques of risk management.

### **Essential Functions**

- Plans, coordinates, directs and evaluates all MVRMA programs and operations in compliance with the pool's Agreement and By-Laws, Board policies and Mission Statement and Goals, as well as all relevant Federal and State laws. Identifies needed changes and recommends and/or institutes corrective measures.
- Formulates and implements administrative policies and procedures necessary to carry out MVRMA activities.
- Selects/recommends staff members consistent with hiring policies of MVRMA. Directs the activities of the Claims, Loss Control and Finance/Underwriting functions. Evaluates staff performance on an on-going basis. Administers MVRMA Personnel and Compensation policy to ensure orderly management of the Association's personnel.
- Selects/recommends contractors consistent with contractual/hiring policies of the Association.
- Supervises and coordinates activities of consultants/contractors, including actuaries, auditors, brokers, attorneys and financial advisors and evaluates their performance. Oversees all contractual/consulting arrangements as authorized by the Board for compliance and audit.
- Closely monitors all financial activities and funds of MVRMA, including the budget, budget support documents, budget implementation, the CAFR and any other financial or compliance reports that may be required by the Board or regulatory agencies; authorizes/signs checks and legal/financial documents for MVRMA.
- Oversees the collection and analyzes data necessary to compute annual pool contributions and special assessments of Member Cities.
- Participates in all meetings of the Board and its Committees, makes regular reports to the Board and to Committees as necessary, provides staff support to Committees in carrying out their function as appropriate.
- Works with legal counsel in all litigation/legal matters; keeps Board advised as appropriate.
- As authorized and directed by the Board, promotes MVRMA and solicits new members within the geographic area established by the Board; processes MVRMA applications and

provides information regarding MVRMA to prospective members and other interested parties.

- Acts as a general resource and clearing house for Association members by providing correct and timely information relating to the purpose of the Association, advising members regarding risk management/safety activities and assuring adherence to loss prevention activities.

### **Compensation & Benefits**

The Miami Valley Risk Management Association offers a competitive package of salary and benefits. Starting salary for the position of Executive Director will be determined based on the qualifications of the selected candidate. Benefits include membership in the Ohio Public Employees Retirement System; medical, prescription drug and life insurance coverage; dental and vision spending account; auto allowance; and paid time off.

### **Application Procedure**

If interested in the position of MVRMA Executive Director, please submit your cover letter, resume and salary history by **3:00 pm on Wednesday, February 29, 2012** to:

City of Bellbrook

Attn: MVRMA Executive Director

15 E. Franklin St.

Bellbrook, OH 45305

**-OR-**

[m.schlagheck@cityofbellbrook.org](mailto:m.schlagheck@cityofbellbrook.org)