

Job Title: Fund Administrator & Chief Executive Officer
Reports To: Board of Trustees
FLSA Status Exempt
Approved By: Board of Trustees
Approval Date: December 2, 2019

Position Summary

This position is primarily responsible for managing the day-to-day operations of the Fund in accordance with the statutory regulations of the State of Michigan, the Fund's governing documents, and, as directed by the Board of Trustees. This position is the Fund's chief executive officer and reports to the Board of Trustees.

Characteristic Duties and Responsibilities

1. Collaborate with the Board of Trustees in developing strategic goals and policies consistent with the vision, mission and values of CRASIF.
2. Identify, develop and direct operational plans for achieving the Fund's strategic goals and mission.
3. Develop and direct a competitive underwriting and marketing plan that creates a unique and sustainable advantage for the Fund.
4. Conduct operations in a manner that complies with applicable state/federal laws and regulations, the board policies on conflict of interest and the code of conduct, Fund bylaws, and, any other policies proscribed by the Board.
5. Direct all logistical and meeting preparations for meetings of the Board, and, Board professional development events in a timely manner; collaborate with the Board chair in developing the meeting agenda.
6. Recruit, select, manage, and develop staff; maintain appropriate personnel records, determine staff compensation, and, administer personnel policies.
7. Identify a cost effective specific and aggregate attachment point; solicit proposals from insurance carriers as necessary; negotiate the terms and conditions of the contract.
8. Prepare and present for Board approval the annual budget; administers the budget and provides regular financial reports.
9. Direct, monitor, and evaluate both claim management services and safety/risk control services.
10. Report out to members our organizational plans and performance by attending the County Road Association of Michigan's (CRA) regional council meetings, the CRA Annual Highway Conference, the Northern and Southern Association conferences, the annual Commissioners Conference, the Finance and Human Resource Annual Conference, the Upper Peninsula Road Builders conferences, and other road commission events and

functions as time allows.

11. Protect the Fund's property and operational liability loss exposures by ensuring the proper policies and procedures are implemented and that the appropriate insurance policies are purchased and current.
12. Negotiate, administer, and monitor contracts for investment management, financial and claim audits, actuarial services, information technology, lobbying, and any other professional services rendered.
13. Maintain knowledge of current trends and developments in disability management, workers' compensation law and regulations, self-insured group funds, pooling and insurance through personal study.
14. Establish, implement, and monitor the appropriate systems for measuring operational and strategic effectiveness.
15. Inform the Board of relevant trends, opportunities, anticipated adverse media coverage, particularly changes in the assumptions upon which any Board policy has previously been established.
16. Maintain a positive and constructive working relationship with the Board, staff, members, service providers, and sister organizations.
17. Other duties as assigned by the Board of Trustees.

Job Requirements**

- Extensive knowledge of group self-insurance programs, workers' compensation law and practice, public sector risk management and pooling principles and practices.
- Knowledge of insurance terminology and concepts.
- Ability to function independently with minimal direction and oversight possessing a high degree of self-motivation and self-direction and balance that independence in a collaborative working environment.
- Ability to review and understand contracts.
- Ability to plan, organize, implement, coordinate and control administrative policies and procedures.
- Ability to communicate effectively verbally and in writing; effectively deal with the public and resolve conflicts and complaints.
- Ability to supervise and coordinate activities of staff in carrying out the mission and goals of the Fund.
- Ability to establish and maintain effective working relationships with staff; Board Members; member's administration and staff; and contracted service providers.
- 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 the Fund.
- Ability to identify deficiencies in the Fund'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.

***This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.*

Education and Work Experience

- Bachelor's degree from accredited college/university with emphasis in insurance, risk management or related field (graduate degree preferred). Possession of Associate in Risk Management (ARM) designation is strongly preferred.
- Minimum of seven (7) years' experience in risk management, public administration, business administration or a related field.
- Minimum of five (5) years' experience with self-insured group funds and the laws and regulations determining workers' disability compensation compensability.
- Competent in using Microsoft Excel, Access, Word and Outlook.

Financial Responsibilities

This position oversees maintaining a positive net loss ratio that ensures financial stability and market competitiveness through the soft and hard insurance cycles involving multiple coverage years.

Contacts with Others

This position has access and knowledge to highly confidential information. Therefore, the sharing of information requires a high degree of discretion, tact, diplomacy and confidentiality. This position requires close cooperation with service providers, regulators, and business partners. This position must manage all situations in a professional and courteous fashion.

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