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# ALAMEDA COUNTY SCHOOLS INSURANCE GROUP

## *Executive Director*

The Alameda County Schools Insurance Group Board is seeking applicants for its Executive Director position. The Alameda County Schools Insurance Group (ACSIG) is a Joint Powers Authority (JPA) that provide Workers' Compensation as well as Property/Liability coverage to the school districts within Alameda County. Additionally, the JPA manages statewide Dental and Vision coalitions.

**CURRICULUM VITAL AND LETTER OF INTEREST  
DUE MARCH 31, 2023**

• LEADERSHIP

• VISION

• COLLABORATION





# MISSION

Alameda County Schools Insurance Group is an accredited JPA that conservatively balances cost and risk through self-supporting, service driven insurance programs that is committed to providing services to district and county members through education and outstanding customer service.

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The Executive Director provides leadership for the Alameda County Schools Insurance Group (ACSIG). Under the general direction of the Joint Powers Authority (JPA) Executive Committee, the Executive Director plans, organizes, manages and directs the insurance programs for participating JPA members; coordinates, supervises and provides staff support services including management of programs of workers' compensation, property, liability and employee dental and vision benefits as well as supervision and review of third-party claims processing. The Executive Director provides advisory services to members of the JPA; supervises support staff; and performs various related duties.



# KEY CHARACTERISTICS AND ABILITIES

## ■ HIGH INTEGRITY

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Is fair, consistent, dependable and transparent in their work ethic. High emotional intelligence

## ■ COMMUNICATION SKILLS

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Has the ability to listen and reflect. Is open to and solicits new ideas and approaches. Communicates effectively both verbally and in writing. Acts as a spokesperson for the JPA and its members

## ■ COLLABORATIVE

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Seeks, values and respects input while holding others accountable. Shows respect to all. Values relationships and promotes a supportive and collegiate culture.



# KEY CHARACTERISTICS AND ABILITIES

## MEMBER RELATIONS

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Understands the unique characteristics of a JPA and stays in contact with school districts. Maintains an open-door policy and listens to issues impacting members. Seeks innovative ways to assist members.

## ADMINISTRATIVE & FISCAL OVERSIGHT

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Develops and manages the ACSIG budget and financial status. Works to ensure consistent and efficient implementation of all financial and operational matters.

## COMPLIANCE

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Ensures legal compliance and actively participates in professional organizations to benefit JPA membership.



Salary Range: \$190,492 - \$235,120 (21/22 salary schedule)

ACSIG also provides an attractive benefits package that includes CalPERS retirement.

The Executive Committee is seeking a Transitional Executive Director who will partner closely with the Executive Director to learn the operations of the organization prior to the retirement of the current Executive Director. The Committee is looking to fill the position by 7.1.2023 to allow a full 12-month transition. A transition plan will be developed between the Executive Director and Transitional Executive Director to promote knowledge transfer and relationship building as well as to facilitate a smooth, successful transition. Additionally, they will work together with the Executive Committee to chart ACSIG's future strategic response to an ever-changing demand for the organization's services.

Position will become Executive Director effective 7/1/2024 following positive evaluation.

This an exceptional opportunity for an experienced, hands-on leader to continue and enhance the efforts of this exemplary insurance pool to provide outstanding service to its member agencies.

EXECUTIVE DIRECTOR

## QUALIFICATIONS

Five years of increasing responsibility in a management or administrative position in a public or private entity that includes supervisory responsibilities, as well as formulation and implementation of programs, budgets and administrative operations

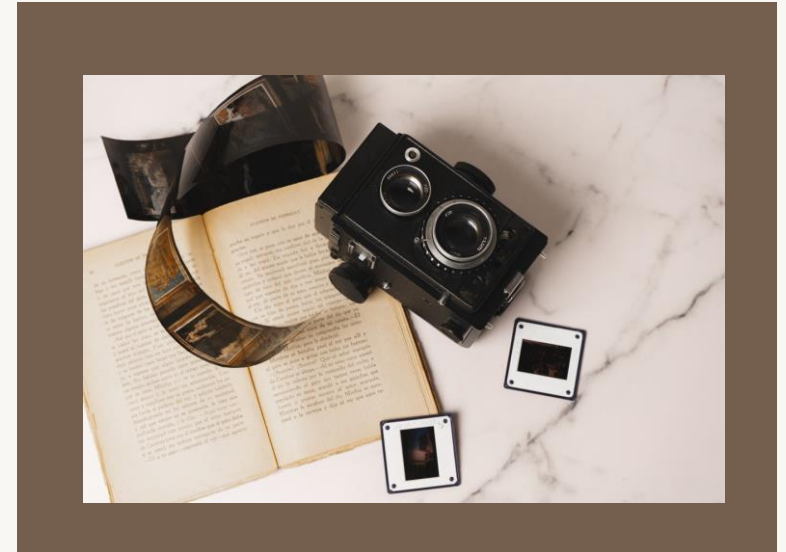
Bachelor's Degree

Extensive background and knowledge of local government operation, preferably with public schools, is highly desirable.

A Master's degree and additional claims or risk management certifications such as ARM, CRM or CPCU are desirable.

Knowledge of Joint Powers Authorities and Board collaboration

# TIMELINE



**MARCH  
2023**



Job Posting Open for Applicants

**APRIL  
2023**



Executive Committee screening of all resumes and letters of interest. First interviews scheduled and conducted.

**MAY  
2023**



Second interviews conducted and Candidate Selected and Approved by Board

**JULY  
2023**



Candidate begins work at ACSIG





# HOW TO APPLY

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## LETTER OF INTEREST

Please provide a letter to the Board President, Annette Heldman, expressing interest in position and why you are the most qualified applicant.

## RESUME

Please provide current Curriculum Vitae highlighting education and work experience

## CONTACT

Celina Flotte, Executive Assistant

[cflotte@acsig.com](mailto:cflotte@acsig.com)

(925) 225-1030

# ADDITIONAL INFORMATION

To learn more about the ACSIG organization, its program structures and financial well being, visit our website at [acsig.com](http://acsig.com).

Audit

Annual Report

Membership

Data Statistics

Governance



# LET'S WORK TOGETHER

925-225-1030

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