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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 MAY 10, 2024**

• 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

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

■ COMMUNICATION SKILLS

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

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

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

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

COMPLIANCE

Understands the unique characteristics of a JPA. Ensures legal compliance and actively participates in professional organizations to benefit JPA membership.



Salary Range: \$206,768 - \$255,209 (23/24 salary schedule)

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

The Executive Committee is seeking an Executive Director who will partner closely with the Retiring Executive Director to learn the operations of the organization. The Committee is looking to fill the position by 7.1.2024. A transition plan will be developed to promote knowledge transfer and relationship building as well as to facilitate a seamless and successful transition.

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



HOW TO ——— APPLY

LETTER OF INTEREST

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

CV

Please provide current Curriculum Vitae highlighting education and work experience

CONTACT

Please submit all paperwork to ACSIG offices

Celina Flotte

PO Box 2487

Dublin, CA. 94568

cflotte@acsig.com

ADDITIONAL INFORMATION

- Audit
- Annual Report
- Membership
- Data Statistics
- Governance

To learn more about the ACSIG organization, its program structures and financial well being visit our website at acsig.com.



LET'S WORK TOGETHER

925-225-1030

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