



POSITION DESCRIPTION

POSITION: Deputy Director

REPORTS TO: Executive Director

SUPERVISES: Director of Field Services, Communications Manager, Information Technology Manager

STATUS: Full time, Exempt

BACKGROUND CHECK: Required (criminal, civil and bankruptcy)

BASIC FUNCTIONS/PURPOSE

The Deputy Director has the responsibility of providing support and backup to the Executive Director for implementation of programs, services and policies of the Minnesota Counties Intergovernmental Trust. The Director is responsible for the development of member outreach programs in the areas of risk management and loss control; MCIT's training, education and publication initiatives; and information technology operations. The position requires a high degree of independent judgment, management skills and knowledge of advanced program administration in addition to expertise in governmental operations and risk management concepts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administration

- Assist in the development and implementation of MCIT's annual work plan
- Assist in the development of MCIT's annual operational budget
- Manage MCIT's operational budget as it pertains to areas of responsibility
- Negotiate and monitor contracts and agreements
- Oversee the development and implementation of advanced information education and training programs for MCIT
- Ensure consistent, accurate and timely communication with members and others on aspects of MCIT programs and activities and decisions
- Assist with underwriting and coverage issues as needed
- Develop and maintain cooperative relationships with other associations and governmental entities to ensure that MCIT's interests are appropriately represented in legislative and judicial decisions
- Serve on selected committees or work groups and develop work plans, agendas, supporting materials and associated products
- Represent MCIT and lead program training and educational events as required
- Manage vendor contracts for program initiatives and services including employee assistance program, primary software vendor, Minnesota Safety Council and other risk management partners
- Coordinate board activities/functions as assigned by the Executive Director
- Participate in Director and Leadership meetings
- Assist in the research of pooling coverage options for Committee and Board consideration

Services and Products

- Develop and present MCIT information and education programs including training sessions and publication materials
- Identify member service issues and opportunities
- Engage and foster relationships with members, service providers, and other associations and organizations
- Conduct research into risk management, coverage and liability issues and prepare and present reports

- Serve as technical resource to conduct or facilitate research activities
- Respond to members issues as needed

Personnel Management

- Direct and mentor staff within areas of responsibility to ensure department objectives are met and annual budgetary initiatives are accomplished
- Work with direct reports to identify professional development and training opportunities within budgetary parameters
- Ensure accuracy of position descriptions
- Conduct quality and timely annual performance evaluations of all direct reports
- Make employment recommendations (recruiting, hiring, performance improvement, termination, etc.) to the Executive Director

MINIMUM TRAINING AND EXPERIENCE TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Required:

- Bachelor's degree from an accredited college or university in business administration, public administration or related discipline
- At least 5 years of senior level management experience with an emphasis on risk management, claims administration, program development OR 7 years of substantive professional experience managing insurance, pooling or association programs in a public or private industry setting
- Not less than 4 years direct supervision of others
- Demonstrated leadership and administrative skills
- Strong research and writing skills
- Valid driver's license and reliable vehicle for work-related travel

Preferred Qualifications:

- Familiarity with local government, service organizations or associations
- Experience working with or providing administrative services to public entity organizations
- Specialized, technical knowledge of property/casualty; worker's compensation; or cyber insurance programs
- Familiarity with Minnesota laws and practices affecting local government operations

Desired Qualifications:

- Active Minnesota property/casualty producer's license

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Ability to work with diverse interests
- Ability to delegate authority to others when appropriate
- Ability to maintain a professional presence
- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Ability to handle multiple, ongoing projects in a timely manner
- Ability to review and analyze information to deliver advice to MCIT members, staff, service providers and board of directors
- Ability to advise and interpret MCIT policies, procedures and standards to specific situations
- Ability to communicate orally and in writing
- Ability to effectively use Word, Excel, PowerPoint and similar applications
- Ability to travel in state, with occasional in state and national overnight travel as needed

In compliance with the Americans with Disabilities Act, the Minnesota Counties Intergovernmental Trust will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.