

UTAH LOCAL GOVERNMENTS INSURANCE TRUST JOB DESCRIPTION

Job Title Executive Director

Date Reviewed 5/99

Job Summary

The Executive Director is responsible for the operation and management of the Trust. The Executive Director's responsibilities include sound fiscal management. Provide leadership and direction to program managers and staff. The director has the authority to make final decisions regarding internal operations, administers, carries out, and implements policy set by the administrative board. In addition, the Director is responsible for training new personnel, interfacing with the Board of Directors, marketing, managing the day-to-day business of the Trust, planning and forecasting for future growth, and servicing existing agencies. Works closely with the State Insurance Department concerning regulations and required filing of necessary information.

Skills Required

The position of Executive Director requires conceptual and creative skills as well as advanced skills in working with others. In addition, the Executive Director must have the ability to work well with others in situations with little or no formal structure. The Director must have a knowledge of, and be familiar with, economics, insurance business, and the political and social trends which may effect the Trust. Because of the unique nature of the Trust, the Executive Director must possess effective negotiation, mediation, and management skills as well as an ability to communicate effectively in order to resolve problems and settle disputes. The position of Executive Director encompasses various responsibilities and thus a broad range of expertise and experience is required for the position.

Working Environment

May experience high level of stress due to demands on time. Requires extensive travel, public speaking, and presentations. Market condition, frequent interruptions, and unforeseen events contribute to levels of stress.

Education

B.S. Degree in business or insurance related field to perform the minimum requirement of the position of Executive Director. Six to ten years of related work experience with demonstrated competence (six year minimum, ten years preferred).