

Executive Director (GTCMHIC) Tompkins County

Department: Town of Ithaca
Classification: Non-competitive
Labor Grade: Management Grade 88
Approved: Consortium and Town Board Action
Revised: NYS CSC 6/19/19
By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** two years of full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five years of full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** ten years full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This chief administrative position for the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) is responsible for planning, directing and coordinating the administrative and operational functions of the GTCMHIC. Other key duties include member liaison, marketing, state and local municipal outreach, community outreach and strategic planning. Work is performed under the general direction of the board and in accordance with policies and procedures established by GTCMHIC. This position requires considerable exercise of independent judgement, transparency and high integrity leadership. Administrative supervision is exercised over the entire GTCMHIC staff. Attendance at GTCMHIC Board and committee meetings is required. The incumbent performs other related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for managing GTCMHIC operations in a manner that supports and models the organization's mission as defined by the Board of Directors;
- Responsible for regularly communicating with the board and providing timely, accurate, and complete information necessary for the board to function properly and to make informed decisions;
- Attend and provide support for board and committee meetings;
- Responsible for communicating effectively with NYS Department of Financial Services, Consultants, Third Party Administrator for medical claims, Prescription Benefits Manager and all other contractual organizations on behalf of GTCMHIC and ensuring communication between these business partners;
- Responsible for communicating all information necessary to GTCMHIC Board to ensure the fiscal integrity of GTCMHIC; including submission of draft annual budget/premium equivalent rates and providing timely monthly financial statements, which accurately reflect the financial condition of the organization; claims summaries and utilization reviews.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position;
- Ensures that the board mission is fulfilled through programs, strategic planning, member and community outreach;
- Responsible for implementation of GTCMHIC Board directed programs that carry out the organization's mission;
- Responsible for facilitating strategic planning to ensure that GTCMHIC can successfully fulfill its Mission into the future;

- Responsible for the enhancement of GTCMHIC's image by being active and visible in the municipal community and by working closely with other professional, municipal and health related organizations;
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate;
- Responsible for effective administration of GTCMHIC operations, including the hiring and retention of competent, qualified staff;
- Recommends and supervises the implementation of policy and programs including the areas of capital improvements, public relations, personnel and all administrative and operational functions of GTCMHIC;
- Recommends and implements GTCMHIC goals and objectives;
- Monitors compliance with investment and purchasing policies, as GTCMHIC's Purchasing Agent;
- Oversees personnel matters including training, evaluations, job descriptions, hiring, terminations, and compliance with all civil service requirements in conjunction with Tompkins County Human Resources;
- Interacts with staff/boards of member municipalities, regulatory and other agencies, consultants, contractors, municipal staff, labor organizations, public and media;
- Reviews and recommends changes to formal agreements involving GTCMHIC and its member municipalities, contractors, and other agencies;
- Responsible for monitoring compliance with local, state and federal laws and requirements;
- Follows and enforces safety rules and general work habits regulations;
- Attends training to enhance knowledge, skills, and ability;
- Operates computers for communication, administrative, and operational purposes;
- Performs all activities appropriate to the successful operation of GTCMHIC.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices and procedures of public administration, management leadership, and supervision of a health insurance consortium;
- Good knowledge of governmental accounting and budgeting practices and procedures;
- Good knowledge of the federal, state and local laws regulating health insurance;
- Good knowledge of public relations principles and practices;
- Ability to plan, organize, direct, and evaluate the work of others with an emphasis on teamwork;
- Ability to analyze management processes and fiscal reports;
- Ability to prepare reports relating to financial, administrative and personnel matters;
- Ability to operate computers for communication, accounting, administrative, and operational purposes;
- Ability to communicate effectively orally and in writing and deliver effective presentations;
- Ability to apply sound judgment;
- Ability to perform work with accuracy;
- Committed to a team approach to problem-solving;
- Ability to collaborate with and motivate board members and other volunteers;
- Ensure all records are archived per Records Retention Policy
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with integrity and an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- Physical condition commensurate with the demands of the position.

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