

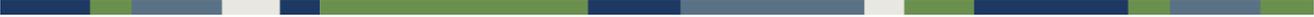
POSITION PROFILE



TRANSITIONAL DEPUTY EXECUTIVE DIRECTOR

Application deadline
October 15, 2021

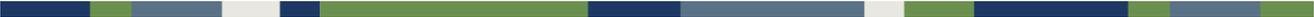
Position Overview



The Board of Directors for North Bay Schools Insurance Authority (NBSIA) is seeking highly qualified candidates to apply for the role of Transitional Deputy Executive Director.

It is anticipated that the selected candidate will serve for six months in this role and, upon successful completion of this period and approval by the NBSIA Board, become the Executive Director of NBSIA. This six-month period will allow the successful candidate to become more familiar with NBSIA culture, practices, and operations by working closely with the current Executive Director who is retiring after six highly successful years in the position.

Job Description



The Transitional Deputy Executive Director (Deputy) works closely with, and supports, the Executive Director. The Deputy assists in overseeing the administration, programs, and strategic plan of the organization. The Deputy also prepares and delivers presentations to the Board and Executive Committee, including development of staff reports and supporting information. The Deputy may directly supervise certain staff at the discretion of the Executive Director.

The Deputy will partner closely with the Executive Director to chart NBSIA's future strategic response to an ever-changing demand for the organization's services, including development of a multi-year strategic plan. Other key duties include communications and member outreach.

The position reports directly to the Executive Director, and will have extensive interaction with the NBSIA Board, Executive Committee, Members, and Leadership Team.

A transition plan will be developed between the Executive Director and Deputy, to promote knowledge transfer and relationship building, and to facilitate a smooth, successful transition.

Key Qualifications



- 1. Communication**

Open, transparent, and approachable. Keeps others informed and updated. Courage to bring up difficult and challenging issues. Open to new ideas and approaches.
- 2. Fosters and Facilitates Operations of the Board**

Organizes meetings and interacts with Board members. Brings necessary research and recommendations to the Board. Holds strategic planning sessions with the Board.
- 3. Develops a Strong Interdependent and Collaborative Team**

Seeks, values, and respects input while holding others accountable. Shows respect to all. Has clear goals and objectives.
- 4. Supports and Develops the Organization's Leadership Team and Staff**

Engages in team building and supports staff development. Recruits and hires the best people. Ensures continuity of service and career progression of staff talent.
- 5. Models and Supports the Vision/Mission/Values and Strategic Initiatives of NBSIA**

Models the values of the Organization. Forward thinking. Seeks out new and innovative ideas. Ensures execution of strategic initiatives developed by the Board.
- 6. Maintains and Applies Risk Management Knowledge and Expertise**

Stays informed of current practices and information that impact NBSIA. Seeks to improve. Proactive stance. Evaluates best options for risk transfer and financing.
- 7. Provides Administrative and Financial Oversight**

Ensures legal compliance. Oversees and monitors the Organization's budget and financial status. Manages NBSIA Investments. Provides evaluation and feedback to staff.
- 8. Ensures the Organization Maintains a "Members First" Outlook**

Maintains an "open door policy" about feedback and ideas. Listens to issues impacting members and considers ways NBSIA may help, consistent with organizational goals.
- 9. Fosters Partnerships**

Builds collaborative partnerships with other pools, agency organizations, vendors and others in the field. Includes subject matter experts in Board meetings and committees.
- 10. Professional Development**

Strives toward continual improvement in self and organization. Provides a variety of professional development trainings and learning opportunities for members and at all levels in the organization. Participates with a variety of organizations in the field.

Knowledge

- Risk transfer and financing, evaluation of risk exposures and prevention strategies
- Public agency fiscal management and budgeting
- Organizational management and planning
- Personnel administration, supervision, training, and performance evaluation
- Federal, state and local laws and regulations governing self-insurance and risk pools
- Captive insurance principles, laws and regulations

Education and Experience

Any combination of education and experience providing the required skills, characteristics and knowledge for successful performance would be qualifying. Typical ways of fulfilling this qualification requirement are:

- Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or a related field.
- Minimum of five years of management/supervisory experience in a risk management or insurance environment, preferably at least some in a public risk pool.
- Experience in public sector self-insurance or risk pooling is desirable.

License/Certification

- Associate in Risk Management (ARM) or Certified School Risk Manager (CSRM) desirable
- Possession of a valid California driver's license

Salary

Open and competitive

About NBSIA

North Bay Schools Insurance Authority was formed in 1979 in response to the desire of public schools for high quality service and stable, cost-effective risk funding. NBSIA was built on a commitment to protecting school staff, students, and facilities, and limiting the cost of insurance to allow more dollars to reach the classroom. Membership and programs have evolved over the years, but our foundational principles remain the same.

Today, NBSIA has evolved from necessity to innovation. We provide self-insured or group purchase Workers' Compensation, Property/Liability, Dental and Vision coverages and administer claims for the Workers' Compensation and Property/Liability programs. Additionally, we offer a wide variety of safety, loss prevention and professional development services and training tailored to the unique needs of public education.

NBSIA has a total of 15 members, representing school districts, county offices of education and a community college district, all located in Solano, Napa and Yolo Counties.

NBSIA Vision, Mission and Values

These statements were developed by the NBSIA Board of Directors to define our "Why" – what we aspire to accomplish, and how we will get there. They are not just words – we live into these statements in all we do.

Vision

Safe and healthy schools, where people are inspired to work and empowered to learn

Mission

Working together, we enable schools to take bold action to improve student outcomes, by creating a safe and healthy school environment through proactive practices and innovative solutions.

Member Centered

Long-term Vision

Values

Risk Management Expertise

Innovation and Teamwork

Location

The NBSIA office is located in Fairfield, California. Housed in the Busch Campus Park complex, the office has easy freeway access with plenty of free parking.

Fairfield is the county seat of Solano County, a thriving community with a healthy blend of agriculture, parks and open spaces, and corporate and retail business. Fairfield is strategically located near the San Francisco Bay Area, the Sierra Nevada Mountains, and the beautiful Napa Valley. Its location, mild climate, affordable housing, and excellent schools make it a prime location to work and live. [Click here](#) to find out more information about the City of Fairfield. [Click here](#) to learn more about Solano County.

Benefits of Employment with NBSIA

- Leading one of the strongest and most respected risk pool JPAs in the state
- Working with an engaged, collaborative, and forward-thinking Board of Directors
- Being part of a team that understands their individual and collective strengths
- Supporting local public schools
- Excellent health and wellness benefits, including medical, dental, vision, EAP
- Access to optional benefits like life, flexible spending accounts and college savings
- Professional coaching support
- Hybrid remote work option
- 15 paid holidays
- Participation in the CalPERS retirement system
- Voluntary 457(b) tax deferred compensation plans
- Financial support for professional development

Application Procedure

Interested candidates should complete the employment application located on NBSIA's website. Submit the application along with a cover letter, resume and 2-3 letters of recommendation to hr@nbsia.org by October 15, 2021.

If offered the position, the selected candidate will be required to pass a background check, physical and drug screening. EOE employer.

Interview Process

First interviews are expected to take place the weeks of October 25th and November 1st. Finalist interviews will be held in-person on a date to be selected thereafter.

This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.