



## **Water and Sewer Risk Management Pool**

1750 112<sup>th</sup> Avenue NE, Suite B215

Bellevue, WA 98004

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# **EMPLOYMENT OPPORTUNITY**

## **EXECUTIVE DIRECTOR**

### **Water and Sewer Risk Management Pool**

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**Bellevue, WA 98004**

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The Water and Sewer Risk Management Pool has an opening for the Executive Director position available for immediate hire. This is a great opportunity to join a well managed, stable insurance pool. Strong experienced staff and seasoned experienced Executive Committee have a great working relationship with the outgoing Director. We are looking for someone to continue to provide a strong working relationship and high customer service to our membership and seek out additional water and sewer districts that have a solid commitment to risk management.

### **About the Water and Sewer Risk Management Pool**

The Water and Sewer Risk Management Pool (WSRMP) was created in 1987 in response to the hard commercial insurance market of the early 1980's that left many public entities without sufficient or affordable insurance. WSRMP is a public agency which relies solely on its 65 member districts for financial support. WSRMP provides comprehensive, long-term stable insurance protection to its members including: Property Insurance, General & Public Officials Liability Insurance; and Crime coverage. WSRMP also provides risk management and loss control services to its members. WSRMP employs a staff of 3.5 employees under the direction of the Executive Director. WSRMP has assets in excess of \$2.7 million.

### **About the Position**

The Executive Director provides administrative leadership in the operation of a municipal liability and property pool with multiple coverage's and develops industry competitive programs to meet membership's liability/property protection and risk management needs. This position oversees personnel functions including hiring, disciplining, training, and employee development. The Executive Director directs fiscal operations including budget activities, actuarial development of assets, investment activity, and state audit defense. Develops philosophy, policies, and practices for claims and litigation administration. This position administers group insurance programs including rating and feature design, interaction with brokers and conducting renewal processes.

### **Desirable Qualifications**

Knowledge of the methods, techniques, and requirements of insurance pooling, risk management and loss prevention.

Knowledge of claims reporting procedures and requirements.

Knowledge of accounting and budgeting.

Ability to develop and implement primary and excess insurance programs and services.

A degree in fields related to public administration, business administration or related field is required.

An Associate in Risk Management (ARM) designation or Chartered Property Casualty Underwriter (CPCU) is desirable.

Four years of increasingly responsible work experience in pooling, insurance or management is desirable.

### **Salary and Benefits**

The salary is dependent upon your qualifications. A generous benefit package is provided including Washington Public Retirement System (PERS) retirement, health benefits, dental, vision, long-term disability, life insurance, sick leave, and vacation. WSRMP employees do not pay into Social Security. In lieu of Social Security, employees participate in the Money Purchase Plan and Trust. Under the Money Purchase Plan and Trust the employees contribute 6.2% of the employee's salary to a tax deferred group investment plan and the Pool matches that contribution.

### **Filing Procedure**

Interested persons must submit a resume to the Executive Director at the Water and Sewer Risk Management Pool as soon as possible. The position is open until filled. To obtain a complete job description of the position, please feel free to call the Water and Sewer Risk Management Pool. You can e-mail, mail or fax your resume to WSRMP. If you have any additional questions about the position, please feel free to call us.