

# Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC)



## Executive Director

### The Position

The Executive Director 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 of Directors and in accordance with policies and procedures established by the Board. The Executive Director is intimately involved in providing the Board and its committees with information to develop operations policies and procedures. 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 Executive Director in coordination with the Board of Directors will oversee a \$46 million dollar budget that provides health insurance to over 5,200 employees, retirees and their dependents. The Consortium has 39 member municipalities and is growing rapidly. Check out the website at: [www.healthconsortium.net](http://www.healthconsortium.net)

Job Description is available at:

<https://www.tompkinscivilservice.org/civilservice/post/4117>

### Dear Colleague –

Greater Tompkins County Municipal Health Insurance Consortium is currently seeking a full time paid Executive Director. I invite you to review the position details to see whether you might be a good fit for the organization and this important leadership role. Town of Ithaca as the “Employer of Record” is an equal employment opportunity employer. All qualified persons who have experience working with a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

*Don Barber*, Executive Director -consultant

### What is GTCMHIC?

The **Consortium** is municipal shared service created in Tompkins County and now available to municipalities in six contiguous counties to Tompkins. The Consortium provides high-quality trust-worthy, responsive service for our subscribers, at competitive premiums. The Consortium has 39 member municipalities.

### Governance

The Consortium is member owned and unique in its governance structure. Each municipal partner has a place on the Board of Directors which is charged with directing and protecting the Consortium. The Directors also compose the advisory committees which conduct much of the decision development.



# Why Apply?

## Mission and Vision Statement

### Belief:

Individually and collectively we invest in realizing high quality, affordable, dependable Health Insurance.

### Mission Statement:

The Greater Tompkins County Municipal Health Insurance Consortium is an efficient inter-municipal cooperative that provides high-quality, cost-stable health insurance for members and their employees and retirees.

### Vision Statement:

The Greater Tompkins County Municipal Health Insurance Consortium provides its municipal partners in Tompkins County and the six contiguous counties, a menu of health insurance plans to the benefit of the employees, retirees, and their families.

- *The Consortium administers operations by collaborating with claims administrators, providers, and employee representatives in an effort to manage its costs, efficiencies, and success.*
- *The Consortium strives to provide a trust-worthy, responsive, and efficient vehicle that enables access to its quality products, models a new health insurance paradigm, and educates its members to become more directly involved in their own personal health.*
- *The Consortium promotes a culture of preventative health care for the well-being of its members*

## The Community

The Tompkins County area offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



Tompkins County has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.

GTCMHIC

125 East Court Street

Ithaca, NY 14850

(607) 274-5590

[www.healthconsortium.net](http://www.healthconsortium.net)

## Executive Director

2019 SALARY RANGE: \$80,000 to \$90,000/yr.

New York State Retirement and an Excellent Benefits Package

# Minimum Qualifications

*In order to qualify:* The successful applicant will meet or exceed the following:

- (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.

**SPECIAL REQUIREMENT:** This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and become a resident of Tompkins County or one of the contiguous counties within a reasonable period of time.

Preferred qualifications include at least two years progressively responsible leadership, management, and supervisory experience in a diverse county government, similar local government or non-profit organization or complex organization and a demonstrated record of success in the following key areas: overseeing complex projects and/or operations; serving as a trusted advisor and providing data-driven solutions; working effectively with elected officials; working collaboratively with internal and external stakeholders.

## *The Ideal Candidate:*

The Executive Director will be someone who communicates well both verbally and in writing, and who is also a good listener. The Executive Director will serve as the executive leader of a multi member organization, with an ability to interpret complex issues, and translate information in a manner easy to understand. The individual must be able to foster and maintain partnerships across municipal and state agencies, with consultants, third party contractors, and regional health care organizations enhancing the importance of collaboration for the long term success.

The ideal candidate will be self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing multiple organizational demands. As a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace, the candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Executive Director will have a proven track record of building and maintaining relationships through effective communication and clear and concise presentation of material. The ideal candidate has successfully led local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives and will review and improve business and operational processes while embracing change.

## *Apply Online*

<https://www.tompkinscivilservice.org/civilservice/apply/4117>

Please visit: [www.tompkinscivilservice.org](http://www.tompkinscivilservice.org) (1) On the left side of the screen, choose "Vacancy List." (3) Scroll to bottom of the list to find the Town of Ithaca list –Executive Director (GTCMHIC) opportunity and select "Apply". Create your profile to continue. Confirm that you meet the minimum qualifications. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the selection committee to consider. Call 607-274-5526 for assistance with any problems.