



**Manager III (Insurance Manager), Grade M3  
Department of Finance  
Rockville, Maryland  
\$75,934 - \$138,790**

The Montgomery County Department of Finance, Self-Insurance Program, established under County Code 20-37, provides comprehensive property and casualty insurance for the County and participating agencies. The program provides accurate and timely insurance and risk management advice to County Departments and participating agencies and reduces County and participating agency exposure to risk by: comparing the cost of commercially available coverage to evaluate the best method of funding exposure to loss; transferring contractual risk under indemnification/hold harmless agreements; avoiding risk; and purchasing commercial insurance policies.

The Department of Finance is seeking a candidate for the Insurance Manager position in the Department of Finance, Division of Risk Management reporting to the Chief of the Division of Risk Management (the Division Manager). This position is responsible for the procurement of commercial property and casualty insurance; reviewing County contracts and other types of agreements for non-insurance transfer and the development of indemnification provisions; formulation of the annual budget for the self-insurance program, which includes significant interaction with the contract actuary; broker services and actuarial services contract administration; management of staff; and providing consulting services to County departments and outside agencies that participate in the County's self-insurance program.

**The position requires:**

- Skill in oral and written communication to multiple audiences and organizations and solid negotiating skills; thorough familiarity with, knowledge of and the ability to analyze commercial insurance policies to maximize coverage;
- Ability to analyze contracts for insurance compliance and indemnification (non-insurance transfer);
- Ability to manage broker services and actuarial contracts;
- Ability to analyze, interpret, and explain actuarial reports and advise on allocation recommendations;
- Ability to manage the budget process to include budget development, analysis, and monitoring;
- Ability to understand interrelationships across actuarial, budgeting, and accounting data, and to process/approve financial payments/transactions and effectively implement related reporting;
- Ability to manage staff in proactive, motivational and coaching manner.

A strong customer-service focus is key, as the position has significant interaction with both inside and outside colleagues and acts as the subject matter expert for the County, related to property and casualty insurance.

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

**Minimum Qualifications**

**Experience:** Five (5) years of progressively responsible professional experience in commercial insurance underwriting or with an insurance broker handling large commercial property and casualty accounts.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**All resume submissions must address the preferred criteria for the position which are located in the full advertisement. You also may be required to provide a writing sample.**

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html> click on the "Search Jobs" tab, and then on the Job Search link <https://tinyurl.com/MCGJobSearch> .

Read the full job description under the "General Professional" Job Category. Interested candidates must create an online account in order to apply.

The requisition number is **IRC34260**

This Recruitment Closes October 30, 2018

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "How to Apply" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.