



Executive Director

The New Mexico Public Schools Insurance Authority (NMPSIA), an independent statutory agency of the State of New Mexico, is recruiting for the position of EXECUTIVE DIRECTOR to oversee the administration of group health and risk insurance for all participating public schools, school board members, public school employees, and dependents. NMPSIA was created by the New Mexico Legislature in 1986 to serve as a purchasing agency for public school districts, post-secondary educational entities and charter schools. Through NMPSIA, member schools are afforded the opportunity to offer quality employee benefit and risk coverages.

Job Description

This position reports directly to the New Mexico Public Schools Insurance Authority Board and is responsible for the overall administration of NMPSIA. Job responsibilities include, but are not limited to:

1. **Board Governance:** Works with the NMPSIA Board in order to fulfill the Authority's mission.
 - Lead the NMPSIA Board in a manner that supports and guides the Authority's mission as defined by the Board.
 - Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
 - Implement Board policies, as well as provide administrative support for Board operations
 - Promulgate necessary rules, regulations and procedures for implementation of the Public School Insurance Authority Act.
2. **Fiscal Responsibility:** Utilize state taxpayer resources in a manner that ensures the financial health of the Authority.
 - Design, administer and evaluate NMPSIA benefits and risk programs to ensure the financial stability of the Authority's comprehensive core insurance programs.
 - Ensure the fiscal integrity of NMPSIA, to include submission to the Board and Legislature of an annual budget and financial statements, which accurately reflect the financial condition of NMPSIA.
3. **Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and member outreach.
 - Implement and maintain programs that carry out NMPSIA's mission.
 - Strategically plan to ensure that NMPSIA can successfully fulfill its Mission into the future.

4. NMPSIA Operations: Oversees and implements appropriate resources to ensure that the operations of NMPSIA are appropriate:
- Oversee the day to day activities of the Authority pursuant to Board policy.
 - Enter into and oversee professional services and consulting contracts or agreements as necessary.
 - Represent NMPSIA before Legislative and Executive branches of government, and before NMPSIA's educational partners and members.
 - Develop and maintain effective communications with participating schools, entities, and members.

Minimum Qualifications:

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the Authority at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience related to the purpose of the position totaling ten (10) years may substitute for the required education and experience.

Employment of the Executive Director will be by the NMPSIA Board. This position is subject to applicable policies as they pertain to exempt employees and conditions outlined by the Board.

To apply, please submit resume by one of the two options below:

By email in Word or PDF Format to Sammy.Quintana@state.nm.us

By mail to:

Sammy J. Quintana
New Mexico Public Schools Insurance Authority
410 Old Taos Highway
Santa Fe, New Mexico 87501

Resumes shall be submitted by 5:00 p.m. on July 18, 2018. Facsimiles will not be accepted.

The New Mexico Public Schools Insurance Authority is an Equal Opportunity Employer.