

**PENNSYLVANIA SURPLUS LINES ASSOCIATION
JOB DESCRIPTION**

Job Title: Executive Director

Updated: 06/13/24

Status: Exempt

GENERAL SUMMARY OF PURPOSE/OBJECTIVE:

Provides leadership and oversight for all Stamping Office functions based on knowledge of and current trends within the Surplus Lines industry. Monitors and approves business goals and objectives as defined by the Strategic Plan, Board and Management team. Responsible for knowledge of all relevant federal and state laws and regulations relating to the Stamping Office and the Surplus Lines industry. Primary contact to the PSLA Board and Pennsylvania Insurance Department. Advises and consults with the Pennsylvania Insurance Department on all matters concerning Surplus Lines. Advises, consults, trains and educates Surplus Lines Licensees, both resident and non-resident and their respective agency staffs. Coordinates with other Stamping Offices and insurance organizations on matters of common/relevant concerns.

ADVISORY

1. Pennsylvania Insurance Department

- A. Support and respond to the Pennsylvania Insurance Department's inquiries
- B. Report obvious violators to enforcement following Pennsylvania Insurance Department procedures and the necessary coordination and follow-up as needed
- C. Meet with Pennsylvania Insurance Department personnel as needed
- D. Present Stewardship Report annually
- E. Provide quarterly and yearly reports
- F. Export list recommendations and review
- G. Notification of Eligible Surplus Lines Insurers list and updates
- H. Support audit and examination as required

2. Coordinate with Legal Counsel

- A. All contracts
- B. Employee Handbook and HR matters
- C. Employee relations
- D. Landlord-Lease-office operations
- E. Surplus Lines Licensee/Policy holder bankruptcy and all legal matters
- F. Pennsylvania Insurance Department contract and other Pennsylvania Insurance Department legal matters

3. Coordinate with Chief Financial Officer/CPA

- A. Annual budget preparation
- B. Annual audit
- C. Monthly financials review
- D. Treasurer's reports to Board
- E. Ongoing financial matters with our financial institution

- 4. IT**
 - A. Coordinate with IT Consultants
 - 1) Electronic Filing System and enhancements
 - 2) Office operating systems (Microsoft Office, SL Dynamics, and SharePoint)
 - 3) Maintenance and upgrades of all computer hardware
- 5. Training and Education**
 - A. All Continuing Education and training for management office staff
 - B. Surplus Lines Licensee's and their staff education and training of procedures and compliance
 - 1) Individual Surplus Lines Licensee's offsite visits when feasible and necessary
 - a) Workshops
 - b) Specific procedural problems that regularly occur
 - 2) Resident and non-resident Surplus Lines Licensee's correspondence on filing and compliance matters
 - C. Procedures Manual – Compilation of and revisions as needed, and respond to questions from licensees and their agents
 - D. Pennsylvania Insurance Department personnel education
 - E. Other insurance associations and other organizations including Surplus Lines subjects and other related matters
 - F. Daily correspondence with Surplus Lines Licensee's and Producers, resident and non-resident
 - G. Special bulletins as needed
 - H. Surplus Lines licensing procedures with Surplus Lines Licensee's and coordination with the Bureau of Enforcement and Producer Services
- 6. Employee Relations, Office Operations, Risk Management and Security Duties**
 - A. Oversee compilation and revisions of Employee Handbook as needed
 - B. Oversee Standard Operation Procedures (SOP) for overall office operations
 - C. Review, at least annually, with staff requirements of all policies and procedures
 - D. Explore issues relating to employee safety and well being
 - E. Oversee Employee Benefits
 - 1) Medical and dental Insurance
 - 2) Group Life including ADD, STD and LTD
 - 3) 401(K) Plan
 - 4) Manage P&C Insurance Program (Package – BOP (P&C, Auto) & Umbrella, Workers Compensation, Business Casualty Policy (D&O, EPL, E&O, Crime) and CyberSecurity)
- 7. Coordination with Board, Specific Committees and Working Groups**
 - A. Attendance at all Board meetings and attendance at Executive Committee, Membership Committee, Finance Committee and Working Group meetings when requested. Assist with all aspects of Electronic Filing, Bylaw, Annual Meeting, draft and distribute minutes for all meetings.
 - B. Review policies relating to computer use, sexual harassment, Whistleblower, etc. with all Board members at least annually with reference to their fiduciary, moral and legal responsibilities.

- 8. Participation with National Insurance Organizations**
 - A. WSIA
 - B. Surplus Lines Law Group
 - C. Other Stamping Offices
 - D. Western States Conferences (CIWA)
 - E. Any other applicable organizations
9. Consultation with outside law firms and other interested parties on litigation matters relating to the Surplus Lines market.
10. Oversee record retention and storage of all records, including financial and Electronic Filing System.
11. Regular participation in ongoing database and Accounting development and continuing changes.
12. Serve as the lead PSLA coordinator and contact with the Pennsylvania Insurance Department and the Pennsylvania Department of Revenue in representing Pennsylvania and its interests.
 - A. Development of unified plans and needs among PSLA, the Pennsylvania Insurance and Revenue Departments.
 - B. Coordinate the Pennsylvania unified plan with the other Stamping Offices, Insurance Departments and Revenue agencies that will also include other interested parties.
 - C. Changes in the interest of compliance with the Federal legislation that includes the NRRRA and the response of the NAIC.

MEMBERSHIP

1. Coordinate with committees in solicitation and development for Surplus Lines Licensee's Membership and Associate membership.
2. Contribute to Membership's Annual Meeting and its preparation.
3. Presentation of Continuing Education courses that award CE credits.

CANDIDATE QUALIFICATIONS:

1. Minimum of 10+ years progressively responsible financial leadership roles
2. Bachelor's Degree in Accounting, Finance, or Insurance and Risk Management
3. Highly proficient in the use of Microsoft Office
4. Working knowledge of Information Technologies, hardware and software
5. Surplus Lines and Property/Casualty insurance experience (AINS, AAI, AIS, CPCU)
6. Excellent verbal and written communications skills
7. High degree of self-motivation and accuracy in work product

8. Demonstrates customer service skills and demeanor (ability to patiently respond to surplus lines licenses and agencies with clear and concise answers)
9. Effective interpersonal and supervisory skills required with the ability to interact with all levels of management, board members, staff, service providers and licensees
10. Ability to handle multi-task assignments with commitment to deliverables, deadlines and quality results
11. Shows initiative, detail oriented, well organized, strong verbal and written communication skills, strong problem solving abilities and have the ability to work independently

POST OFFER SCREENING REQUIRMENTS:

1. Background and credit check
2. Chemical screening
3. Take and pass a written procedural process test after six (6) months of employment

* Function and principal duties may change periodically