



IOWA STATE ASSOCIATION OF COUNTIES

invites your interest in the position of
EXECUTIVE DIRECTOR



IOWA STATE ASSOCIATION OF COUNTIES - AN AMAZING OPPORTUNITY!

Qualified candidates have the opportunity to become the Executive Director of a premier association created for and committed to serving the needs of its members. The Iowa State Association of Counties (ISAC) Board of Directors is seeking a transformational leader who can passionately communicate the important role counties and county officials play in making their communities great. The right individual will be honest, authentic, inspirational, decisive, and have unquestionable integrity. The Executive Director reports to the ISAC Board of Directors and is responsible for managing all aspects of the association operations. The Executive Director will lead, motivate, and support the talented individuals of the association staff – helping them achieve organizational excellence.

The current Executive Director has announced that he will retire in August 2024 after twenty-nine years of service to the association. The next leader will be instrumental in assisting the ISAC Board, staff, and members in shaping the future of the association to ensure the continued success of ISAC.

ABOUT ISAC

ISAC is a private, nonprofit corporation that was incorporated in 1964. ISAC members are elected and appointed county officials and employees from all 99 counties. Counties pay voluntary dues to belong to ISAC in return for services, including education and training, benefit programs, technical assistance, and government relations. ISAC members also participate in 16 statewide affiliated associations corresponding to different county offices.

ISAC's mission is to promote effective and responsible county government for the people of Iowa. To that end, ISAC's stated purpose is to secure and maintain cooperation among counties and county officials, promote the comprehensive study of local problems and find ways of solving them, provide methods for the interchange of ideas among various county officials, and promote the enactment of legislation that is most beneficial to the citizens of Iowa. These endeavors support ISAC's vision of being the principal, authoritative source of representation, information, and services for and about county government in Iowa.

GOVERNING BOARDS

Iowa State Association of Counties (ISAC)

ISAC is governed by a 23-member Board of Directors. The ISAC Board of Directors also serves as the governing board for the Iowa Counties Technology Services (ICTS) and for the ISAC Group Benefit Program (IGBP) 28E agreements. You can learn more about ISAC programs and operations at www.iowacounties.org/programs/.

Iowa County Technology Services (ICTS)

ICTS was initially formed in accordance with Iowa Code Chapter 28E to provide the use of electronic data interchanges for Health Insurance Portability and Accountability Act (HIPAA) related transactions by member counties in Iowa. ISAC's information technology is growing and becoming an increasingly important part of how ISAC meets the technology needs of its members.

Through ICTS, the Community Services Network (CSN) was created as a HIPAA and state-law compliant system used by 99 Iowa counties and the Iowa Mental Health and Disability Services (MH/DS) regions to manage client care and financial operations, and to collect client outcomes. Community service providers, general assistance, veteran affairs, mental health advocates, and other entities also use the system to manage client care and day-to-day operations. CSN has over 300 active users spanning hundreds of entities.

The Technology Service Bureau (TSB) was established in 2022 as a separate program within ICTS. TSB was established to coordinate the voluntary technology services provided to counties. It is a dedicated resource to address technology needs for local government in Iowa. It also assists with cyber education for counties and affiliates. Ongoing education is key to keeping counties' networks and data safe. Technology usage and consumption will only increase as local government moves forward in providing for the needs of its citizens. TSB is dedicated to assisting counties in achieving proactive goals for all county technology needs.

ISAC Group Benefit Program (IGBP)

The ISAC Group Health Program was created in 1981 to provide health insurance benefits to employees in Iowa's counties. In 2022, the program transitioned into the ISAC Group Benefit Program (IGBP) and was organized as a 28E entity. The ISAC Board acts as the board for IGBP. IGBP provides a broad array of benefits programs including health, life, accident, wellness, EAP, critical illness, and related services.

OTHER GOVERNING BOARDS

ISAC has contracted to manage multiple programs, and, in that role, provides staff to act under the direction of the boards of directors of those programs. Below are descriptions of two of those programs.

Iowa Precinct Atlas Consortium (IPAC)

IPAC is an e-pollbook tool that is owned and governed by its member counties. IPAC's goal is to provide an efficient and compliant election process for the voters of Iowa and is currently operational in over 75 counties. IPAC contracts with ISAC to manage the consortium. IPAC is organized under Iowa Code Chapter 28E.

Iowa County Attorneys Case Management Project (ICACMP)

The ICACMP Board of Directors contracts with ISAC to manage this project. ISAC began management of ICACMP in 2016. ISAC staff work with the ICACMP Board to develop its mission and goals. The mission of the project is to improve the efficiency of the county prosecutor's offices in Iowa by supporting the case management software they use. Project counties benefit greatly from efficiencies through data exchanges with various justice partners in Iowa. More than 60 counties and the Iowa Attorney General's office participate in the project. ICACMP currently supports two software applications – ProLaw and Prosecutor by Karpel. ICACMP is organized under Iowa Code Chapter 28E.



DETAILS ABOUT THE EXECUTIVE DIRECTOR POSITION

The Executive Director is appointed by and reports to the ISAC Board of Directors. The Executive Director coordinates and carries out all necessary administrative and management activities relating to ISAC.

ISAC's Articles of Incorporation and Bylaws provide that the Executive Director is an ex-officio member of the ISAC Board and Executive Committee. The Executive Director has responsibility for all operational aspects of ISAC. These include budget preparation and administration, financial management, appointment and management of all association personnel, and execution of decisions and policies of the ISAC Board.

The Executive Director also serves as an ex-officio trustee and treasurer of the Iowa Public Agency Investment Trust (IPAIT) Board of Trustees. IPAIT is a joint investment trust sponsored by the Iowa League of Cities, Iowa Association of Municipal Utilities, and ISAC. In addition, the Executive Director serves as an ex-officio board member of the Iowa Communities Assurance Pool (ICAP). ICAP is a property casualty risk pool serving Iowa counties, cities, and intergovernmental organizations. Finally, the Executive Director represents Iowa counties as a participant at meetings of the Iowa Municipalities Workers' Compensation Association (IMWCA) Board of Directors. ISAC sponsors IMWCA and 85% of Iowa's counties participate in its program.

There are six team managers that report directly to the Executive Director: Legal Team (includes compliance, research, and litigation); Software Design, Development, and CSN Management Team; IT Network and Tech Service Bureau Team; Finance and Program Services Team (includes finance, IPAC, and ICACMP); Member Relations Team (includes conferences, communications, event management, and member relations); and Government Relations Team (includes legislative interaction and policy development).

EXAMPLES OF IMPORTANT EXECUTIVE DIRECTOR FUNCTIONS

- Ensures the Board of Directors and the Executive Committee are kept fully informed on the conditions and operations of ISAC.
- Plans, formulates, and recommends policies and programs which will further ISAC objectives.
- Executes all decisions of the Board and Executive Committee.
- Develops, for the purpose of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Board.
- Establishes a sound organizational structure.
- Directs and coordinates all approved programs, projects, and major activities of staff.
- Recruits, hires, trains, motivates, promotes, and terminates all ISAC personnel.
- Executes contracts and commitments as may be authorized by the Board or established policy.
- Promotes interest and active participation by the membership in ISAC's activities and reports activities of the Board and Executive Committee through the communications media of ISAC.
- Maintains effective relationships with other organizations, both public and private, and sees that the position of ISAC and its members is enhanced in accordance with the policies and objectives of the organization.
- Conducts research and related projects, prepares reports, and publishes the results on subjects deemed of importance to the membership.
- Develops an education program to advance the skills of the membership, operating within the established budget and program objectives.
- Maintains official minutes of all meetings of the organization.
- Provides security for all files, legal and historical documents, and membership data.
- Serves as representative of county government at the state legislature to support desirable legislation and oppose the enactment of undesirable legislation.
- Carries out other general responsibilities as may be delegated by the officers and the Board.
- Serves as a trustee on self-insurance and other programs that provide services to members.

THE ISAC BOARD OF DIRECTORS HAS ESTABLISHED THAT THE EXECUTIVE DIRECTOR SHALL POSSESS THE FOLLOWING ESSENTIAL LEADERSHIP QUALITIES, MANAGERIAL SKILLS, AND RESPONSIBILITIES:

Leadership Qualities

Communicator

The Executive Director must possess the ability to effectively communicate in a clear, concise, and organized manner to the Board, staff, members, and those outside of ISAC. The Executive Director also needs advanced listening skills to make sure they are understanding the needs of others. The ideal candidate will be a competent public speaker.

Decision-Maker

Decision-making is a critical component of leadership. The Executive Director must have the capacity to make decisions in a timely and fair manner based upon the best information available. Additionally, the Executive Director must be capable of clearly articulating the elements considered in making a decision.

Integrity/Honesty

A leader with integrity is honest and relies on their own moral compass and values to make decisions for ISAC. The Executive Director must be motivated to do what is right simply because it is right – whether publicly or privately. The Executive Director is required to be respectful, approachable, fair, honest, and trustworthy.

Passion for County Government, Association, and Job

The Executive Director must believe in the value of county governments and officials and the association that represents and serves the needs of its members, and must appreciate the opportunity to do this job.

Inspirational

The Executive Director must have the ability to inspire the Board, staff, and members.

Managerial Skills

Strategic Thinking and Business Planning

The Executive Director must think strategically and have a vision of how ISAC can make a difference for its members. The Executive Director must have the ability to put this vision into an executable business plan to achieve the vision.

Financial Management

The Executive Director must possess the ability to understand financial statements and the overall financial health of ISAC. Additionally, the Executive Director must be able to evaluate the various association activities and balance their value versus the cost of performing those activities. Finally, the Executive Director must be able to create revenue streams that can fund ISAC priorities.

Build Relationships

The new Executive Director will need to build relationships with the Board, staff, members, and other organizations with which the association interacts. This position requires an individual who will work to understand association members and reach out to them for their input. The Executive Director must be willing to become involved in local, state, and national organizations that have a community of interest with ISAC.

Empower and Develop Staff

ISAC has an experienced and highly productive staff. The new Executive Director must establish strong working relationships with staff members and provide them with the support and resources they need to continue their development, empowering them to continue being great assets for the organization.

Responsibilities

Board and Organizational Development

The Executive Director needs to provide the Board with information and to support its decisions about ISAC operations. This position must assist the Board in developing policies and procedures that help it fulfill its obligations. The Executive Director must work with the Board to find strategic solutions to problems and issues that arise. Finally, this position must assist the Board in creating an organizational infrastructure that will maximize ISAC's effectiveness.

Leadership

The Executive Director manages all ISAC teams, including member relations, finance, program development, legal, etc. In that role, this position must clearly articulate the vision, mission, theory of change, and strategic direction of ISAC. This must be done to efficiently align the organization and keep everyone marching in the same direction.

Financial Management

The Executive Director is responsible for creating the conditions for financial success. This position must also understand ISAC's responsibilities related to taxes, audits, and compliance.

Public Relations

The Executive Director serves as the public face of the organization and must take care to represent ISAC in a professional manner. This position must establish and maintain relationships with peers, key stakeholders, the media, and other associations. The Executive Director must consider themselves "on duty" at all times to best represent ISAC.

Technology

The Executive Director must play a role in ensuring ISAC's technological progress. As ISAC grows, it is imperative that the Executive Director provide leadership, development, and support to the advancement of technology, both internally and externally. ISAC's technology operations must be robust and flexible enough to provide a foundation from which ISAC staff can properly develop and support technology solutions for ISAC's members.



WHAT THE CANDIDATE SHOULD POSSESS

A successful candidate for ISAC Executive Director must have demonstrated an understanding of the management and leadership abilities required to effectively lead a complex association. Additionally, they must be willing to commit fully to achieving the vision and mission of ISAC.

MINIMUM REQUIREMENTS:

- Extensive knowledge of the principles and practices of association management, budget preparation, and personnel management.
- Comprehensive knowledge of local government management, organization and administrative theories, principles, practices, and techniques.
- Comprehensive knowledge of the organization, functions, and methods of operation of county boards, elected officials, executive staff, and operational departments.
- Mastery of principles of organization and management.

DEMONSTRATED ABILITY TO:

- Plan, organize, coordinate, and direct administrative and fiscal association management activities.
- Organize and direct a program of public relations.
- Interpret and apply laws and regulations to county government.
- Establish and maintain cooperative relationships with county officials, employees, representatives of other agencies, and the public. Communicate effectively, both orally and in writing.
- Lead, motivate, manage, coordinate, supervise, and evaluate the work of others.
- Build teams, develop goals, and follow through on projects.

EDUCATION:

Bachelor's degree from an accredited college in Business Administration or Public Administration or related fields and considerable job-related experience (7-10 years), or an equivalent combination of education and experience.

EXPERIENCE:

Seven to ten years of progressively responsible supervisory, administrative, and management experience, or an equivalent combination of education and experience.



COMPENSATION

The starting salary for the new ISAC Executive Director is competitive, with a salary range beginning at \$175,000. Other benefits include excellent health, dental, life, and accident insurance, and other optional benefits. Vacation and sick leave benefits are open to negotiation. ISAC also makes significant contributions to employee retirement programs.

PROCESS

Candidates for the position must submit a cover letter, resume with complete descriptions of past work experience, and references addressed to the ISAC Executive Director Search Committee. The deadline for submission of the cover letter, resume, and references is May 16, 2024. Please submit documents in a consolidated PDF format to the following email address:

ExecutiveDirectorSearch@iowacounties.org.

TIMING

Notice of ISAC Executive Director search – April 16, 2024

Closing date for receipt of resumes – May 16, 2024

ISAC Search Committee conducts virtual interview with Phase 1 candidates – June 5-7, 2024

ISAC Board of Directors conducts in-person interviews with finalists – June 18-19, 2024

ISAC Board of Directors meets to select new Executive Director – June 20, 2024

HOW TO APPLY AND SUBMIT QUESTIONS

The ISAC Board of Directors invites qualified candidates to submit their confidential cover letter, resume, and references by May 16, 2024, to ExecutiveDirectorSearch@iowacounties.org. Please also direct any candidate questions to this address.

FOR ANY ADDITIONAL INFORMATION ON THIS OPPORTUNITY, PLEASE CONTACT:

WILLIAM R. PETERSON, EXECUTIVE DIRECTOR

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ISAC is an Equal Opportunity Employer. ISAC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.