



Underwriting Assistant Manager

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) has an opening for an Assistant Underwriting Manager in its Austin, Texas office. The TMLIRP is a dynamic service organization partnering with Texas political subdivisions to provide commercial Liability, Property and Workers' Compensation coverages. Our objective is to respond to the unique needs of local government, anticipate emerging risks, provide loss prevention and training, and maintain stable risk financing costs; while adhering to the values of integrity, public service, fiscal responsibility and operational excellence.

The Underwriting Assistant Manager will engage in all operational facets of the underwriting department: rating, coverage document issuance, validation and certification of coverage as well as direct Member engagement. Underwriting functions are provided for all 4 package programs (Workers' Compensation, Liability, Property and Cyber Liability and Data Breach Response) consisting of 12 individual commercial coverage lines.

Key responsibilities of the Assistant Underwriting Manager include:

Coverage Expertise and Analysis

Provides coverage review and guidance to internal staff as well as external contacts. Reviews and recommends revisions to coverage based on new and emerging risks and industry trends. Working directly with the Underwriting Manager and Actuary, performs rate and financial impact analysis for rate review and recommendation. Evaluates relevancy and effect of coverage, rate or software changes on Members, the department and the organization as a whole.

Leadership and Process Improvements

Supervises lead positions within the Underwriting Department, adhering to and demonstrating the TMLIRP Mission and Leadership Values. Facilitates and maintains open communication within the department, across the organization and with external contacts. Identifies and evaluates process improvement opportunities, including implementation of proposed solutions. Participates in and provides business oversight of software development and modification of the Underwriting system.

The successful candidate is one that is inspired by the opportunity work in public service, and make a difference both within the organization and for the Members served. A minimum of 10 years progressive underwriting is required, preferably with a concentration in public entity underwriting, along with supervision of professional level staff and management experience in multi-line commercial insurance. Strong mathematical and analytical skills are required, specifically with respect to rate adequacy (actuarial) studies along with a proficiency in Microsoft Excel and other Microsoft Office applications. Previous experience with oversight of underwriting software development and/or implementation is beneficial.

Educational Requirements

Bachelor's degree in business, insurance, marketing, public administration or closely related field. CPCU or CIC designation is preferred.

Starting monthly salary is dependent upon qualifications. The Risk Pool provides an outstanding benefits package including Major Medical, Dental, & Vision Insurance; Participation in the Texas Municipal Retirement System (pension-related retirement plan); and a 457 Deferred Compensation plan with a Roth option.

Please send your resume along with an introductory letter of interest to:

Assistant Underwriting Manager
TML Intergovernmental Risk Pool
1821 Rutherford Lane, First Floor
Austin, Texas, 78754
(512) 491-3330 (fax)

or e-mail your resume to jobs@tmlirp.org or fax (512) 491-3330.