



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

VACANCY ANNOUNCEMENT

Health Care Trust Administrator

The Montana Association of Counties is seeking a full-time Administrator for its Health Care Trust (MACoHCT). This position is responsible for overseeing the day to day functions of the program. Duties include, but are not limited to: aiding members with benefit inquires, resolving concerns, and researching plan benefits. This position also markets the program, coordinates implementation of new groups, oversees enrollment and eligibility, directs the renewal process and acts as liaison with contracted vendors. The MACoHCT Administrator is also responsible for analyzing member requests, vendor reports, financial reports, loss experiences and industry trends to ensure plan designs are meeting member needs and industry standards.

Qualified candidate must have graduated from an accredited four year college or university with a Bachelors degree in business, marketing communications, or related field; and have at least five years experience in insurance marketing, pooled risk sharing or related field. Qualified candidates must have an active Montana Insurance Producer license, or the ability to obtain one upon hire, and a valid Montana Driver's license

Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work will be considered.

The salary for this position is negotiable dependent upon qualifications and experience.

If you would like the information emailed or faxed, please contact MACo at (406) 449-4360.

To apply: Send a cover letter, resume, a completed MACo application, three years of salary history and requested salary to:

Harold Blattie, MACo Executive Director
Attn: Health Care Trust Administrator Position
2715 Skyway Drive, Suite A
Helena, MT 59602

Position will remain open until filled by a qualified candidate.

Reasonable ADA accommodations will be made.

MACo is an equal opportunity employer.