



RISK MANAGER

Department:	Administration	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Town Manager plans, develops, and manages the Risk Management Department and is responsible for the control of risk.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Performs work in a multi-faceted program that includes, but is not limited to, a proactive focus on the Town’s valuable human, financial and physical assets and is sometimes of substantial difficulty.

- Establishes Risk Management program for conformance to standards and applicable Town, State and Federal regulations/codes; trains end users
- Manages, organizes, and establishes goals, work plans, policies and procedures, selects, trains, evaluates, motivates and hires/fires employees in the Risk Management Department.
- Develops Risk Management budgets; forecasts financial needs for financing risk, staffing, equipment, materials and supplies; implements approved budget; and monitors expenditures
- Acts as liaison to insurance companies, legal counsel, risk carrier, management and individuals with respect to risk matters including liability, safety, training, insurance, while identifying the law, regulation or policy required to meet the standard
- Assesses/monitors, transfers and mitigates Risk
- Participates in litigation management with attorneys and may make recommendations to Council and Town Manager on same, processes claims, and monitors the Workers’ Compensation program
- Reviews and determines proper levels of insurance coverage or risk transfer on Town contract/bids, facilities, equipment and vendors
- Conducts/participates in loss control site reviews of equipment, facilities, employee work patterns
- Facilitates Safety Committee and their meetings; prepares agendas; ensures meeting minutes are produced
- Maintains the absolute confidentiality of Town Records & Information
- Provides HR consultation as requested by HR Director or the Town Attorney:
 - As an optional resource for Town employees the incumbent may address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
 - Participates in interview panels in order to help departments evaluate/recommend candidates for positions and to orient prospective employees to the Town’s Risk Management culture

MANAGERIAL RESPONSIBILITIES:

Directly supervises the employees in the Risk Management Department

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree from an accredited college or university in public or business administration, risk management, finance or a minimum of four years’ experience in commercial or public insurance,

including experience with Workers Compensation claims, safety programs/loss control liability/contractual risk transfer techniques.

Required Licenses or Certifications:

- Must possess valid State of Arizona Driver's license
- OSHA 10 Hour Certification within 6 months of hire
- ARM or CPCU certification is desired, but not required

PREFERRED QUALIFICATIONS**Knowledge of:**

- Principles and practices of the insurance industry: property and casualty, legal liability, Workers' Compensation, risk financing techniques and procurement
- Effective methods of investigating, evaluating, negotiating, and settling liability claims
- State (e.g. ADOSH) and Federal (e.g. OSHA) regulations, Town ordinances, policies, procedures and mission relating to public liability management
- Workers' Compensation and general liability, (reviewing/investigating/processing claims)
- Financial analysis and number skills
- Town organization operations, policies and procedures facilities, and equipment
- Conflict resolution skills
- Business and personal computers and spreadsheet software applications

Skill in:

- Communicating clearly and concisely both verbally and in writing
- Analyzing and interpreting insurance information
- Planning, organizing and managing a Risk Management Department/Program
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job
- Establishing and maintaining effective working relationships with co-workers/public

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- May require outdoor work relative to identifying and assessing risks by participating in walk-about, accident, site investigations and audits
- Attendance at meetings including evening and other Council meetings; as appropriate to Risk Management or at the Town Manager's direction
- Work is performed in a standard office environment, with normal office noise.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 76