



Cow Creek Government Office

Position Description

Position Title: Risk Manager

Department: Administration

Reports To: Operations Officer

FLSA Designation:

Date Written/Revised: 11/29/18

Pay Grade: 13

POSITION PURPOSE:

The Risk Manager is responsible for managing all insurance and safety issues that may expose the CCBUTI to litigation or insurance claims, including and not limited to identifying, evaluating, controlling and minimizing the exposure to loss or damage to physical assets, fidelity losses, and losses arising out of liability claims. Manages all automobile liability, fire, and property damage claims, including communications with attorneys, claims reviews, investigations, and negotiations of settlements. This position acts as liaison with insurance adjusters, legal counsel, and underwriters in coordinating all insurance matters.

ESSENTIAL FUNCTIONS:

- Conducts risk assessments, which involves analyzing risks as well as identifying, describing and estimating the risks affecting CCBUTI. Utilizes managerial skills to analyze alternative and treat identifiable risks with appropriate risk control and risk financing methods.
- Identifies property loss exposures and work with liability company(s) on appropriate levels of insurance coverage.
- Supervises the audit of insurance premiums and costs and distribution of costs.
- Manages risk budget including ensuring expenses do not exceed budgeted allocations;
- Prepares insurance bid specifications for the purpose of obtaining premium fees and updates on an ongoing basis
- Reviews and evaluates insurance policies
- Makes recommendations regarding the adjusting and settlement of liability and property claims
- Negotiates with insurance companies, brokers, and agencies with respect to premiums, terms and conditions, renewals and modifications of insurance contracts.
- Communicates with CCBUTI Directors what risk issues are and be able to provide them with a plan to minimize risk.

QUALIFICATIONS:

Education:

Bachelor's degree in Public Relations, Business Administration or other related field. Certificates of Risk Management (CRM) preferred and /or Safety and Associate Risk Manager (ARM) preferred.

Experience:

Must have 3 years Risk Management experience.

Knowledge of OSHA standards and applications.

Must have good organizational, verbal, and interpersonal skills, clerical, computer, and mathematical skills.