

TITLE: Risk Manager

REPORTS TO: Administrative Director of Finance and Purchasing

GENERAL RESPONSIBILITIES:

- Identification, evaluation, monitoring, and management of risk exposures and losses confronting the School Board and make recommendations thereon.
- Implements plans for the protection of all School Board resources in the areas of property and casualty losses, general liabilities, workers' compensation and health/life insurance program.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements a comprehensive risk management program encompassing all appropriate areas of risk of School Board's resources.
2. Manages and directs matters related to employee/retiree group health/life insurance program.
3. Manages and directs matters related to providing for a safe environment and workers' compensation.
4. Develops a management information system for collecting and reporting information related to claims, reserves, and other data necessary for implementation of a risk management program.
5. Reviews, analyzes and summarizes program performance/results and make appropriate recommendations to immediate supervisor and the School Board.
6. Drafts policies and procedures manuals for risk management program, and revise as necessary and make appropriate recommendations.
7. Coordinates data processing and accounting needs with appropriate personnel.
8. Supervises and evaluates clerical staff.
9. Monitors School Board operations and State and Federal regulations, legislation, and court decisions for implications for the Risk Management Program.
10. Compiles and examines cost information, prepares reports, and makes recommendations to immediate supervisor.
11. Assists in reviewing lawsuits against the School Board and/or district personnel and works closely with the appropriate attorney in obtaining and preserving evidence relating to disputed claims.
12. Develops and administers the annual budgets for areas of responsibility in accordance with School Board policies and procedures and submits for the approval of immediate supervisor.
13. Ensures that all appropriate insurance/self-insurance records and reports are developed and maintained.
14. Performs other duties as directed by immediate supervisor.

QUALIFICATIONS:

Bachelor's Degree in Business Administration, Accounting or related field. Three years experience in insurance or risk management related field, i.e., underwriting, claims administration or workers' compensation, preferred. Experience working with microcomputers, electronic spreadsheets, and database management programs. Such alternatives to the above qualifications as deemed appropriate.