USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Risk Manager**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Risk Manager** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex technical, [supervisory] and professional functions in direct control of a comprehensive risk management program. Responsible for overseeing all aspects of the [Town/City]’s risk management program, including administration, risk identification, evaluation, transfer, reduction, avoidance, retention, financing and loss control [under the direction of the Finance Director OR chief administrative/executive officer].

**Supervision Received:**

Receives general direction from [Finance Director OR chief administrative/executive officer].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees [ “performing or supporting risk management functions”].

**Examples of Essential Functions:**

1. Plans, supervises and evaluates Risk Management operations.
2. Develops [or “Assists Finance Director OR chief administrative/executive officer in developing”] policies and procedures necessary to ensure efficient operation of risk management activities and implements directives from the [Finance Director OR chief administrative/executive officer].
3. Identifies, analyzes and classifies risks, measures financial impact of risk on [Town/City] and determines, develops and maintains [or “Assists the Finance Director OR chief administrative/executive officer in determining, developing and maintaining”] risk management planning utilizing risk transfer, retention, reduction and avoidance.
4. Develops and coordinates fidelity, surety, property, casualty, liability, worker’s compensation, group health, group disability and group life insurance and/or self-insured programs.
5. Develops and maintains policies and procedures to monitor, and ensure the orderly and expeditious, reporting and processing of, claims.
6. Develops, maintains and updates systems of records relating to insurance coverage, losses, claim reporting, claims administration and other risk management information.
7. Assists [Town Attorney OR Corporation Counsel OR Legal Counsel], insurance carriers and third party administrators in administration, defense and settlement of legal claims and lawsuits.
8. Prepares [or “Assists the Finance Director OR Purchasing Agent in the preparation of”] bid specifications and requests for proposals for insurance products, third party administrators and other insurance related products and services and/or negotiates [or “assists the Finance Director or Purchasing Agent in the negotiation of”] contracts and renewals with vendors.
9. Develops and administers safety programs and prepares necessary reports in compliance with regulatory agencies.
10. Conducts safety inspections at [Town/City] facilities and ensures appropriate accident investigations are conducted and reviewed.
11. Reviews proposed facilities, programs and other activities for risk management considerations.
12. Assists in collective bargaining activities pertaining to employee safety and worker’s compensation, health, disability and life insurance benefits and modifications.
13. Reviews [Town/City] contracts and agreements as to risk management, insurance and loss considerations.
14. Ensures compliance with local, State and Federal laws.
15. Reviews legislation, regulations and administrative guidelines for risk management implications.
16. Prepares [or “Assists Finance Director OR chief administrative/executive official with the preparation of”] annual [department/division] budget, and implements adopted budget.
17. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of [“Department employees” or “employees performing risk management functions”]; administers personnel rules and regulations and collective bargaining agreements for subordinates under his/her jurisdiction.
18. Prepares, submits and presents narrative and statistical reports to [Finance Director OR chief administrative/executive officer AND/OR Board of Finance]; attends meetings of [insert Board of Finance and other appropriate committees, commissions and legislative body].
19. Represents [Town/City] at various meetings, functions and events; serves as liaison to various business, trade, civic or governmental organizations, committees, taskforces, boards and commissions; communicates regularly with local officials, school board members and commissions; provides information about [Town/City] risk management planning and projects.
20. Maintains positive working relationships with government officials, vendors regarding [Town/City] risk management planning; ensures prompt and cordial responses from appropriate subordinates to civilian inquiries.
21. Attends seminars and conferences, and participates in professional risk management and public administration activities to remain current on developments in relevant fields.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor’s degree with a major field of study in Finance, Public or Business administration or a closely related field. [Master’s preferred]
2. \_\_\_ years of increasingly responsible experience in risk management or insurance.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of insurance.
2. Thorough knowledge of principles and practices of public risk management and loss control.
3. Thorough knowledge of principles and practices of public administration.
4. Considerable knowledge of internal control procedures and management information systems.
5. Considerable knowledge of office automation and computerized financial applications.
6. Considerable knowledge of payroll and accounts payable functions.
7. Considerable knowledge of public contracts and legal agreements.
8. Skill in financial and human capital management.
9. Skill in the use of personal computer, including [identify software].
10. [“Ability to plan, organize, direct, coordinate and evaluate work of departmental activities.” if supervisory]
11. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of public officials, managers, vendors, taxpayers, and the general public.
12. Ability to prepare and analyze complex financial reports.
13. Ability to read, analyze and interpret general business and financial periodicals, professional journals, technical procedures and government regulations.
14. Ability to perform complex analyses and develop forecasts utilizing computer programs.
15. Ability to establish and maintain effective working relationships with subordinate employees, local and State government officials, vendors and the general public.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.
2. [Certification as Property and Casualty Underwriter (CPCU), certification/designation as Associate in Risk Management (ARM) or certification/designation as Associate in Loss Control Management (ALCM).] [desired/required]

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_\_\_\_. This position [regularly or occasionally] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by Federal, State or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.