

BUREAU DIRECTOR, RISK MANAGEMENT

Job Code	Pay Grade
15999	SM2b

Nature of Work

This is highly responsible professional, managerial, administrative, and technical work in directing the operations of the Department of Risk Management. Work involves responsibility for planning, directing, managing and coordinating county-wide loss control, insurance, claims administration, safety, accident prevention, risk evaluation and forecasting, risk management information system, and financial management of the Risk Financing Fund subject to the ordinances of the Board of County Commissioners and the applicable laws of Florida. Work also involves improving overall organizational communication and team development throughout county-wide system of Risk Management. Work is performed under the general supervision of an Assistant County Administrator, with considerable independent judgment and initiative exercised in carrying out long and short-range planning and the daily operations of the department, and is reviewed through periodic reports and conferences and evaluation of results.

Minimum Qualification Requirements

- 10 years of professional and management experience in the risk management field, risk reduction, retention, and/or transfer that includes 2 years of supervision and management (graduate study in the field of risk management, law or public administration may be substituted on a year for year basis for up to 2 of the 10 years); or
- Associate's degree with major course work in risk management, insurance, law, business administration, public administration or related field and 8 years experience as described above; or
- Bachelor's degree and 6 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference to be given to candidates with a Masters of Business Administration or Masters of Public Administration degree.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes, supervises and coordinates a comprehensive insurance management, accident prevention and county-wide loss control program.
- Supervises and coordinates the acceptance, processing, investigation and evaluation of liability claims.
- Develops, implements, and coordinates an extensive insurance management program including insurance program planning, analysis and evaluation.
- Acts as an advisor and consultant to County Administrator's Office, Board of County Commissioners (BCC), Constitutional Officers, department directors, managers, and supervisors on loss control, insurance, self-insurance, contract administration, ad claims administration, including both pure and speculative risk.
- Establishes and maintains effective working relationships with County Attorneys on contracts, claims and related legal matters.
- Confers and corresponds with Insurance Representatives concerning insurance program development and assists contractors to meet specifications.
- Prepares the department budget, and annual assessments to all departments for Budget Instruction Manual.
- Reviews and approves all payments made by the county for damage and injury claims.
- Prepares or supervises preparation of comprehensive detailed specifications for a county-wide insurance program.

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Illustrative Tasks (continued)

- Establishes and maintains working relationships with representatives of other governmental entities, businesses and citizens relative to inter-local agreements, contracts, leases, joint use agreements, claims, and shared risk management procedures.
- Participates in decision-making processes involving proposed new programs, procedures and public policy of a speculative nature.
- Performs necessary duties as the county's Emergency Medical Services compliance officer.
- Plans and supervises development of data base for effective risk management information system.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of the avoidance, reduction, retention and transfer of risk as it relates to a large full-service government jurisdiction with geographically dispersed facilities and operations.
- Knowledge of all fields of insurance including surplus, excess, pro-forma and manuscript policy markets as well as the detailed aspects of insurance and self-insurance management.
- Knowledge of OCIP (owner-controlled insurance program) WRAP plans for implementation and coordination of claims.
- Knowledge of the HIPPA Act and general overview of its effects on risk management.
- Knowledge of recent developments and source of information in the field of Risk Management.
- Knowledge of engineering, medical procedures, law, public management, investigative procedures, economics and financial management.
- Knowledge of the insurance laws of the State of Florida.
- Ability to apply computer applications and software.
- Ability to analyze, classify, and rate risks, exposures and loss expectancies, and effectively associate these with insurance policy provisions.
- Ability to plan and coordinate the work of a subordinate staff engaged in loss control, safety, claims administration and risk management activities.
- Ability to supervise the maintenance of a variety of records and the preparation and presentation of routine and special reports.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials and the public.
- Ability to work effectively with representatives of insurance industry, contractors, architects, engineers, developers, service providers, etc.
- Ability to prepare and present claims settlement recommendations to the County Claims Committee.
- Ability to develop effective alternatives to meet changing needs of county and available markets through initiative and innovation in the field of Risk Management.

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Revised	EEOC Code	Overtime Code
11/09	Officials & Managers	Exempt