RISK MANAGER

DEFINITION
Under general supervision administers monitors and tracks City’s insurance coverage and losses.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Monitors and regulates the outcome of potential losses to minimize financial impact to the City;
- Oversees claims handling conducted by adjusters;
- Coordinates and participates in the investigation of liability claims;
- Makes recommendations regarding investigations and claims resolution;
- Collects and obtains data, pictures and measurements of the claims incident;
- Contacts parties involved to gather information and inform them of the claims process;
- Prepares reports and analyzes data for insurance renewals;
- Maintains renewals including property, general liability, workers compensation and fidelity bonds for employees, volunteers and special risk insurance; receives and reviews claims correspondence;
- Prepares certificates of insurance for outside agencies;
- Conducts claim reviews, prepares and presents cases in Small Claims Court;
- Researches legal defense, gathers and prepares witnesses and argues the case in court;
- Maintains records and files of losses, accidents, liability claims and other risk management information; reviews staff time and expense reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law, risk management and loss control principles and of file and records management;
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working within conflicting and multiple deadlines to complete projects and assignments, assessing, analyzing, identifying and recommending solutions to problems, oral and written communication using standardized English, and in establishing and maintaining positive and productive working relationships with both internal and external customers;
- Ability to complete essential duties with little supervision;
- Proficient in the use of a personal computer, electronic devices and other industry related software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbent; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Certified as Risk Manager and a Bachelor’s degree from an accredited college or university in Business Administration or closely related field, AND three (3) years experience in processing and assessing liability claims OR an equivalent combination of education and experience. Must posses and maintain a valid California Driver’s License.