

MAJOR FUNCTIONS

This is responsible professional, administrative and supervisory work managing the City's risk and insurance management activities. Duties include responsibility for the planning, development and coordination of all activities related to risk and insurance management. Work involves the formulating of operational procedures concerning a variety of risk and insurance programs, and recommending policies and funding levels to adequately accomplish those objectives. Additional duties include responsibility for assessing, obtaining and managing all City property, casualty, liability and workers' compensation coverage, both self and carrier insured, and related loss control functions. The work is performed under the administrative direction of the Deputy City Treasurer-Clerk and requires considerable initiative and the use of independent judgment. The work is reviewed through reports, conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Administers and coordinates the activities of the City's risk management program, including the self-insured liability program, workers' compensation and insurance. Plans, evaluates and identifies insurance needs and prepares specifications for insurance quotations; negotiates with insurance providers to purchase adequate coverage; audits insurance contracts to determine compliance relative to changes in requirements and coverage; and, negotiates settlement of loss claims with carriers. Plans and administers surveys of City assets and operations to identify and classify hazards; evaluates insurable risks and loss potential; makes recommendations for corrective action and monitors for compliance; coordinates loss-prevention programs. Maintains knowledge of current insurance trends and legislation in order to modify risk coverage as needed; evaluates and recommends the most cost effective method for dealing with risk. Represents the City in mediations, negotiating settlement of claims within scope of authority; investigates citizen liability claims and determines appropriate manner of disposition; staffs Liability Oversight Committee or City Commission as needed for claims in excess of department authority. Assembles and maintains records and reports necessary to document and support program; disseminating both externally and internally as needed. Coordinates with City Attorney related to legal matters. Develops the budget for the Risk Management Program, including allocation of costs to department based on claims frequencies and loss exposure. Conducts performance evaluations and recommends approval or denial of merit increases; recommends the selection, transfer, promotion, grievance resolution, discipline and discharge of employees. Performs related work as required.

Other Important Duties

Prepares and administers the division's budget. Supervises the compilation and distribution of the quarterly report. Prepares and maintains the Risk Management Manual. Participates on various committees as required. Staffs the Insurance Advisory Committee and chairs the quarterly meetings with the Committee and City staff. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of Florida's Workers' Compensation Law. Considerable knowledge of insurance claims procedures. Considerable knowledge of the principles of established risk management practices and procedures. Considerable knowledge of the principles of insurance, particularly their application to a municipal insurance program. Considerable knowledge of local, state and federal statutes concerning personal injury, property damage, vehicular liability, public liability and related areas. Ability to analyze and interpret technical data. Ability to design and implement new programs in risk management, including self insurance. Ability to evaluate and review complex risk management reports and make recommendations. Ability to communicate clearly and concisely,

orally and in writing. Ability to plan, organize and direct the work of subordinates. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, insurance, risk management or a related field and three years of experience that includes administrative risk management or loss prevention; or an equivalent combination of training and experience. An Associate in Risk Management designation from the Insurance Institute of America may be substituted for one year of the required experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-29-94

Revised: 11-06-98

10-13-03*

08-24-09*