

Risk Management Program Administrator II
New Hanover County Schools

Job Description

Class: Administrative

Dept: Finance

TITLE: Risk Management Program Administrator II

- QUALIFICATIONS:**
1. Bachelor's degree in Risk Management, Loss Control and/or related field or equivalent combination of education and experience.
 2. Comprehensive knowledge of industry standards related to risk managed, insurance and safety procedures.
 3. Five to seven years' experience with personnel operations with an emphasis in risk management.
 4. Other qualifications as the Superintendent and Board may find appropriate and acceptable.

REPORTS TO: Chief Financial Officer

JOB GOAL: Responsible for identifying, evaluating and analyzing risks inherent to the operations of New Hanover County Schools; implementing of processes designed to identify, assess, measure, manage, and monitor risk areas.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Coordinate all components of risk management programs to include workers' compensation, disability, unemployment, general liability, cyber liability, property, automobile, and loss prevention.
3. Communicate extensively with Chief Financial Officer, employees, principals, supervisors, brokers/vendors, insurance carriers and medical providers concerning risk management.
4. Assist in formulation, implementation, and evaluation of risk management strategies and policies. Responsible for educating, advising, and counseling faculty, staff and administrators in order to reduce risks.
5. Advise senior leadership, divisions, and schools as appropriate on the status of claims, loss experience trends and program costs.
6. Prepare and maintain a variety of correspondence reports, records, and files related to safety and risk management.

7. Provide leadership for the future development and improvement of all areas of risk management in order to protect the assets and help provide for the safety of students and employees.
8. Evaluate the impact of existing and proposed laws and regulations on the district's insurance and safety programs, and make recommendations for compliance.
9. Review insurance policies and makes recommendations for coverage. Solicit proposals for insurance from insurance companies/agents and evaluate proposals and rates.
10. Manage Risk Management budget, including approval of insurance billing.
11. Consult and assist when required, in matters related to claims and litigation.
12. Perform other duties assigned by the Chief Financial Officer, Superintendent or designee.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing, ability to communicate well with school personnel, employees and insurance and medical providers.
- Thorough knowledge of state and local policies and procedures regarding Risk Management.
- Considerable knowledge of state and local laws, rules and regulations governing Risk Management and Loss Control.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.

- Comply with confidentiality requirements in local, state and federal policies and statues.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.