



# COUNTY OF NYE

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## CLASS TITLE: RISK MANAGER

### BASIC FUNCTION:

Under the direction of the Assistant County Manager, plans and manages the activities of the County's risk management programs, including but not limited to auto and general liability claims against the county, property and liability insurance, safety and workers' compensation programs. Requires the exercise of initiative and independent judgment in the development of programs, provision of guidance to department managers throughout the organization. This position is also responsible for managing the County's self-insurance claims process and providing supervision for the Office of Risk Management.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Manages the planning, development, implementation, administration, and coordination of the County's risk management and loss prevention programs; monitors and interprets changes in laws and regulations and makes recommendations to ensure County programs remain compliant.
2. Develops operating policies and procedures related to safety, liability management and risk management; makes recommendations for implementation of policy to accomplish desired goals.
3. Monitors the County's self-insurance fund and manages insurance programs such as liability, property, and specialty insurance policies to ensure effectiveness of brokers and/or claims administrators; compiles statistics and assesses liability through evaluation of claim loss statistics and trends; makes recommendations to improve programs, as necessary.
4. Negotiates, reviews, and administers contracts for broker services, claims adjusters, and others as required for program administration and delivery of services, insurance requirements, and transference of risk; resolves sensitive and controversial issues; assists with the procurement of the County's liability, property and workers' compensation insurance coverage.
5. Receives all property damage and bodily injury claims against the County; manages the collection and preservation of evidence related to a claim for use in insurance investigations or in case preparations for legal proceedings.
6. Performs risk assessments and evaluations to identify and analyze current and potential risks to the County; analyzes the County's claims, loss and accident history and identifies methods to eliminate, minimize or indemnify risks or possible losses

7. Serves as liaison and provides consultation with departments County-wide and outside agencies on matters related to contract management, risk management and loss prevention; creates and delivers presentations to departments County-wide and governing bodies, as necessary.
8. Compiles risk management budget; monitors and controls expenditures. Allocates insurance and claims costs to County departments.
9. Plans, prioritizes, assigns, supervises, and reviews the work of staff; provides direction regarding work assignments and projects; and evaluates performances.
10. Coordinates, facilitates and directs county-wide safety committee, accident review committee and other committees or task forces as needed to accomplish risk management goals.
11. Performs other related duties as required.

## **REQUIRED KNOWLEDGE AND SKILLS**

### **Knowledge of:**

Principles and methods of risk management techniques such as risk identification, loss prevention/loss control, loss analysis, risk financing and claims administration; property, casualty, liability and workers' compensation insurance; claims processing practices, techniques and regulations; budgetary principles, practices and controls.

### **Skill in:**

Analyze and evaluate both qualitative and quantitative data; develop comprehensive plans to satisfy current and future risk management and loss prevention needs; diplomatically identify and resolve problems among departments, with employees and with the general public; communicate clearly and effectively, both orally and in writing; read and interpret contracts and other legal documents; establish and maintain effective working relationships with employees of all levels, elected officials and service providers.

## **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from an accredited college or university with a Bachelor's Degree in risk management, public administration or closely related field and administering major department/division.

## **LICENSES:**

Must possess valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

## **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide supervision to subordinate staff as required or directed.

## **CONTACTS:**

Supervisor, co-workers, staff, contractors, vendors, public and other department personnel.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed in a standard office environment and various indoor and outdoor off-site locations. Travel is required.