



GALVESTON COUNTY
invites applications for the position of:

Director, Risk Manager and Contracts Oversight

SALARY:	\$77,456.00 Annually
DEPARTMENT:	Professional Services
OPENING DATE:	02/26/21
DESCRIPTION:	

This position is responsible for directing the operation of risk management and contract oversight services for a large portfolio of County contracts that may be expanded during the term of service. The position will also oversee the County's general insurance and risk management programs.

JOB RESPONSIBILITIES:

Interprets contract provisions and reviews contracts for accuracy in coordination with County legal counsel.

Tracks certificates of insurance, policies and endorsements in the specification of contract terms. Receives, verifies and maintains vendor insurance certificates.

Develops and implements strategic contract management policies, emphasizing qualitative aspects in contract administration.

Develops, monitors, and administers various County contracts and risk management programs.

Ensures that the County is receiving appropriate risk protection and analyzes all County exposures to determine appropriate risk transfers or risk financing measures.

Plans, administers, and monitors loss prevention and risk management services. Monitors, minimizes, and controls potential losses. Conducts research and analyzes the safety and loss control activities of the County and develops short- and long-range risk management plans to reduce costs.

Has knowledge of risk management, insurance and loss control techniques and practices related to local government and public entity operations.

Manages and monitors the County's self-insurance fund.

Develops, monitors, and administers the County risk management and insurance budget in coordination with the Chief Financial Officer. Reviews cash flow reports for pertinent contractual and risk management activities to ensure that adequate funds are available to meet County expenditure requirements.

Provides direction regarding County contractual and risk management policies and procedures,

fiscal operations, legislation and other key issues affecting the County. Reviews current federal and state legislation to determine necessary changes in insurance requirements and coverage.

Makes purchasing recommendations and manages various liability, property, and specialty insurance policies. Maintains insurance coverage through a bid process with renewal annually. An RFP process is required every 3 years.

Maintains a list of insured buildings and the supporting documentation such as WPI 8 and elevation certificates, ensuring that new buildings have complete documentation and are added to insurance policies as needed.

Coordinates annual facility inspections with the Facilities Department for all insured buildings.

Coordinates building coverage with FEMA requirements.

Manages insurance claims from the County, including making visits with inspectors, managing paperwork, and following up with adjusters and other related parties involved.

Manages bonds for Public Officials-Elected and appointed, as well as some departmental bonds/policies.

Creates database and maintains copies of the files/records on all properties, including property description, structures, insurance, tenant information and agreements, inspection reports and repair reports. Maintains a copy of any records of leases or agreements by or to the County for property/facility use and manages the financial aspects of the County's property leases. Works with

Grants Management staff to provide historical and current records of insurance coverage in compliance with FEMA and other requirements.

Coordinates with Fleet Management staff to research and provide a variety of statistical and administrative reports showing safety performance and accident trends. This includes the analysis of accident reports to determine the nature, extent, cause and circumstances surrounding the accident.

Works with Legal and Fleet Management staff to pay invoices on damaged County vehicles.

Attends and makes presentations to Commissioner's Court, other County officials and department heads, and other groups and community organizations on matters related to risk management and capital campaigns. Represents the interests of Galveston County on various boards and commissions related to risk management.

Performs other duties as assigned by the Chief Financial Officer.

MINIMUM QUALIFICATIONS:

Minimum Education and Experience Requirements:

A bachelor's degree is required. A law degree or a master's degree in public administration or business administration is preferred. Postsecondary education in risk management, occupational safety and health, or a closely related field is highly desirable, as are designations such as Associate in Risk Management or Certified Risk Manager.

A qualified applicant must have at least four years of contracts and risk portfolio oversight experience.

At least four years of experience in a similar position for safety programs or insurance programs in either the public or private sector is desirable. At least two years of management and administrative responsibility is preferred. At least two years of experience in risk management for

a self-insured unit of government is preferred.

Extensive knowledge is preferred of the principles and practices of contracts, along with modern risk and safety management; principles, practices and techniques of public risk management and safety; and the public entity insurance market. The following attributes are essential for a selected candidate:

- Possesses excellent communication skills and the ability to establish and maintain effective working relationships with public officials, supervisors and department heads.
- Demonstrable skill in public relations and making public presentations.
- Demonstrable ability to prepare, negotiate and administer the terms and conditions of contractual agreements and risk insurance policies.
- Proficiency in use of the Microsoft Office software suite.
- Exceptional written and oral communication skills and customer service skills.
- Must pass a Criminal Background check.
- Must pass a driver's license background check.
- Must possess a valid Texas Driver's License within a short period after the start of employment.

Equal Opportunity Statement

The County of Galveston is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, gender identity or expression, genetic information, veteran status or any other characteristic protected by law.

:

722 Moody Ave., 3rd Floor
Galveston, TX 77550

Position #00253
DIRECTOR, RISK MANAGER AND CONTRACTS
OVERSIGHT
RG

HR.Applications2@co.galveston.tx.us
