



GARLAND

HUMAN RESOURCES

Title Risk Management Director

Summary

Responsible for managing municipal government self-insured risk programs, workers compensation, facilities services, employee safety and health.

Essential Duties and Responsibilities

- 1) Evaluate organizational risk and financial position to determine optimal levels of risk retention and risk financing for various exposures.
- 2) Identify risk financing options and negotiate and secure appropriate property, casualty, workers compensation, professional and other appropriate insurance coverages using accepted industry and statutory procurement methods.
- 3) Develop and manage self-insurance budget using loss forecasting techniques and loss control programs.
- 4) Develop and manage loss prevention programs to include safety, property, and physical security.
- 5) Manage property, liability, workers compensation, and other insured and self-insured claims through investigation, risk evaluation, negotiation, mediation, administrative processes, and litigation.
- 6) Develop and manage statutory and City Directive compliance and education programs related to safety, workers compensation, motor vehicle operation and other regulations applicable to municipal operations.
- 7) Develop and review contractual risk transfer language and insurance requirements in construction, professional services and other contracts and agreements to provide optimum protection of organizational assets.
- 8) Manage review of contractor and vendor insurance and bonds.

Minimum Qualifications

- ❖ 4 year college degree
- ❖ 7 years experience with 3 years of management or supervisory experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Bachelor's degree from an accredited college or university with major course work in risk management, safety and health, risk management, insurance, public administration or related field.
- ❖ 7-10 years with 3 years of successful professional experience in self-insured risk management or insurance, environment.

Knowledge, Skills & Abilities:

- ❖ Extensive knowledge of pertinent federal, state and city laws, codes, policies, and/or regulations
- ❖ Considerable knowledge of standard business practices, risk/loss trend analysis and risk management principles and practices.
- ❖ Knowledge of comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims negotiation and processing.
- ❖ Knowledge of the commercial insurance industry and market, and commercial insurance policies.
- ❖ Knowledge of insurance and claims industry service providers to include brokerage, consulting, claim service and investigation, loss prevention and control, actuarial, property evaluation, and other industry service providers.
- ❖ Mastery skill in communicating in critical situations, both orally and in writing and making presentations to senior management, boards, and governing bodies.

- ❖ Advanced skill in financial and other statistical analysis.
- ❖ Ability to analyze problems and recommend and implement effective courses of actions.
- ❖ Ability to promote mission, goals, policies and guiding principles and standards of an effective public organization.
- ❖ Ability to establish and maintain effective working relationships with City administration, officials, departments or other agencies, and the general public.

Licenses and Certifications

- ❖ Valid Class C Texas driver's license

Link to apply: <https://external-garland.icims.com/jobs/6463/risk-management-director/job>