



SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Risk Manager**

An Equal Opportunity Employer

SALARY

\$65,478.61 - \$85,122.19 Annually

JOB TYPE: Regular Full Time

ISSUE DATE: 06/28/2022

FINAL FILING DATE: 07/30/2022

THE POSITION

Under general direction of the Controller this position oversees the County's comprehensive insurance and risk management function, identifying and analyzing risks that could adversely affect the reputation, security, or financial success of the County. Work involves implementing and managing a comprehensive risk and claims management program through proven risk management techniques and monitoring compliance. Lead the County's efforts to ensure all significant risks that may result in financial loss, property loss, injury, or legal liability are identified and proactively managed. Analyze and advise County management of appropriate cost effective measures and alternative courses of action for loss prevention, with the goal of minimizing risk to the County.

SPECIAL DUTIES & RESPONSIBILITIES

- Develop cost effective short-term and long-term strategic policies and communications designed to mitigate organizational risks.
- Work with departments to develop and implement initiatives and operations associated with risk management, and track compliance.
- Maintain a comprehensive knowledge of current applicable laws/regulations, monitors developments and legislation related to risk management and advises County management as appropriate.
- Coordinate and advise on purchase of various property, liability, and worker's compensation insurance policy renewals.
- Serve as the main point of contact between the County and our providers on insurance claims and serve as liaison with the County departments, provide oversight for subrogation, negotiation, and settlements in coordination with County Attorney.
- May direct the activities and oversee the recording of claims by the Accounting Technician.
- Administer the County's worker's compensation program; monitor worker's compensation claims and assist employees and insurance company with claims.
- May provide guidance to assist the Volunteers and Fire and Rescue with the administration of the Volunteer workers compensation program.

- Establish rules and policies to accomplish risk management goals related to loss control, claims, and insurance.
- Coordinate the sharing of risk prevention best practices among the County departments.
- Coordinate with other safety and risk management positions in the County to ensure delivery and tracking of safety training as appropriate.
- Ensure all regulatory reports are properly prepared and submitted, and related records are maintained.
- Establish and lead monthly County accident review and report quarterly to accident review committee.
- Provide guidance on policies and contracts regarding appropriate insurance requirements.
- Lead discussions and make recommendations regarding risk tolerance and recommend acceptable risk levels.
- Prepares budget related to risk management and insurance policies.
- Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Bachelor's Degree in risk management, finance, business administration or closely related field; and a minimum of five (5) years insurance/risk management experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Extensive knowledge of insurance policy analysis, claims management, and risk assessment.

Certification in Risk Management Assurance (CRMA), Certified Risk Analyst (CRA), Financial Risk Manager (FRM), Professional Risk Manager (PRM), or similar certification preferred, but not required.

SPECIAL REQUIREMENTS

- Strong customer service and communication skills.
- Thorough knowledge of insurance policy analysis, claims management and risk assessment.
- Ability to maintain high degree of professionalism when dealing with sensitive or confidential information.
- Proven ability to work both independently and collaboratively.

Knowledge in the development, implementation, and administration of policies and procedures of the County's Risk Management programs.

Knowledge of how to recommend disciplinary action for violators of Risk Management policies.

Knowledge of how to implement training programs in Risk Management.

Knowledge of how to monitor statistical data, maintain computer databases of accident data, incident data, training data, and inspection data.

Knowledge of how to maintain a comprehensive knowledge of applicable laws and regulations.

Knowledge of how to maintain awareness of new trends and advances in the area of Risk Management.

Knowledge of how to communicate with County officials, employees, state/federal regulators, insurance representatives, the public and the media.

Ability to oversee, plan, and implement major programs and services for the organization.

Ability to report on progress to the organization's executive team.

Ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

Ability to follow guidelines for operational activities.

Ability to make decisions that govern the activities and behaviors of staff members and directly impact other employees and/or citizens.

Ability to oversee and manage work involving multiple units.

- Ability to objectively evaluate situations and make decisions.
- Ability to communicate effectively, both orally and in writing; ability to manage multiple priorities projects and set priorities.

Ability to work regularly with other managers to successfully meet the goals and objectives of our organization.

Ability to operate and utilize computer-aided software programs in the performance of daily activities.

Ability to file, read, understand, and explain laws and regulations regarding Risk Management.

Ability to organize and present information clearly and concisely to various groups, individuals, County officials, regulators, etc.

Ability to make sound, educated decisions.

Ability to use judgment and discretion in carrying out duties and responsibilities.

Ability to learn and apply new skills needed in order to promote efficient completion of duties.

Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Ability to evaluate, audit, deduce, and/or assess data using established criteria.

Ability to exercise discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Ability of speaking and/or signaling people to convey or exchange information, including training and instructions to co-workers.

Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Ability to receive of information and instructions from supervisor.

Ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures.

Ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to speak with and before others with poise, voice control and confidence using correct English and well-modulated voice.

Ability to apply principles of influence such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Ability to record and deliver information and to follow verbal and written instructions.

Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Ability to coordinate hands and eyes in using automated office equipment and job-related tools.

Ability to handle a variety of items, office equipment, control knobs, switches, etc.

Ability to deal with people beyond giving and receiving instructions.

Ability to perform work under moderate to severe stress when confronted with an emergency.

Ability to meet deadlines.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.spotsylvania.va.us>

OR

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EXAM #01831
RISK MANAGER
EP