

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

RISK MANAGEMENT COORDINATOR

QUALIFICATIONS:

- (1) College degree.
- (2) Knowledge of school district or public entity risk management or possession of specialized skills and expertise required by job function.
- (3) Computer skills required.
- (4) Valid Drivers' License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of risk management, insurance, business and finance and ability to apply them. Ability to organize and prioritize. Ability to make decisions based on relevant information. Ability to gain commitment from others. Knowledge of applicable statutes, rules, and policies. Ability to prepare reports using statistics. Ability to handle multiple tasks under stressful conditions. Ability to work collaboratively with peers and to communicate effectively orally and in writing. Possess good interpersonal. Skills in professional/technical written communications.

REPORTS TO:

Assistant. Superintendent for Support Services or Superintendent

JOB GOAL:

To provide coordination and management of an effective, multi-district risk management program.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Analyze district claims, loss, and accident history and identify methods to eliminate or minimize risks or possible losses.
- * (2) Respond to reports and/or requests from district administrators or designees regarding any potential risk exposure.
- * (3) Serve as liaison between participating districts and third party administrators, legal counsel, and insurance carriers in coordinating all insurance matters.
- * (4) Act as liaison in the coordination of participating districts' insurance programs with representatives of various insurance carriers and other necessary parties.
- * (5) Coordinate with participating districts the development and implementation of a comprehensive and effective safety program.
- * (6) Assist the Business office in any bid process.

ASSISTANT RISK MANAGER – BTSS – BUSINESS SERVICES (Continued)

- * (7) Assist the Business office in renewal processes.
- * (8) Coordinate training necessary for the district.
- * (9) Plan Risk Management meetings.
- * (10) Attend mediation meetings.
- * (11) Inform and advise the Superintendent regarding risk management program issues in a timely manner.
- * (12) Assist in completion of any required reporting relevant to property casualty and group health programs.
- * (13) Manage program budgets and present monthly financial reports to the Superintendent/Board.
- * (14) Coordinate school risk management inspections for the district.

Inter/Intra-agency Communication and Delivery

- * (15) Maintain a close working relationship with all district services personnel to ensure information exchange, coordination of efforts to reduce duplication, support for the decision making process, and gather feedback concerning service to foster continuous quality improvement.
- * (16) Participate in the PAEC Risk Management Advisory Committee.
- * (17) Direct and coordinate program planning to involve staff, district and school personnel, community representatives and others when appropriate.

Professional Growth and Improvement

- * (18) Keep well informed about current trends and best practices in content, service, or project area.
- * (19) Attend conferences and training sessions that are appropriate to the assigned area.
- * (20) Keep abreast of statutes, regulations, and ordinances related to project area.
- * (21) Provide technical assistance to school and district administrators as appropriate and requested.

Systemic Functions

- * (22) Work with the Business office to track budgets.
- * (23) Prepare all required reports accurately and on time.
- * (24) Maintain all files related to safety of schools, including but not limited to work related injuries and student accidents.
- * (25) Support the goals and priorities of the District.
- * (26) Maintain compliance with federal, state and local safety regulations.
- * (27) Represent the District positively and professionally.
- * (28) Keep immediate supervisor informed about potential problems or unusual events.
- * (29) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (30) Utilize strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- * (31) Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- * (32) Respond quickly and appropriately to emergency situations.
- * (33) Assist in implementing the District's strategic plan.

PHYSICAL REQUIREMENTS:

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District's policy on evaluation of personnel.