



Job Title: Director – Risk Management

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to establish, to the extent reasonably possible, an exposure-free workplace in which personnel, students, and members of the public can enjoy safety and security in the course of their daily pursuits.

ESSENTIAL JOB FUNCTIONS

- Provides authorization of payment, when required, publishes notice of settlement of claims, expenses, and attorneys' fees.
- Develops investigative procedures when a claim is filed to determine liability and appropriate reserves of liability exposure.
- Coordinates the procurement of all insurance for the School Board.
- Determines which insurance will be purchased from what source if determined to be in the best interests of the School Board.
- Manages Self-Funded Benefit Plans, Trust Funds, and Voluntary Benefit Plans.
- Develops an all-inclusive Risk Management Program to ensure the assets of the School Board and the health and safety of students and employees are protected.
- Establishes guidelines for the use of privately-owned vehicles used for school business.
- Coordinates the bonding of any officer or employee who handles money in any manner in accordance with law.
- Maintains Legal Contracts and Affairs Dealing with Liability, and all associated relations and negotiations.
- Manages the General Liability Program and the Auto Liability Program.
- Coordinates the self-insured loss program which occurs with predictable frequency and will not have a significant impact on the School Board's fiscal position.
- Coordinates the insurance of all School Board buildings and equipment against fire loss.
- Determines that all District school buses have liability coverage under the Risk Management Program Trust or by private insurance.
- Coordinates and operates Emergency Operations with the District and local authorities when activated due to a state of emergency.

- Assists with the collective bargaining process as related to employee benefits and Worker's Compensation.
- Coordinates the School Resource Officer Program with individual schools.
- Coordinates the School Crossing Guard Program with individual schools.
- Interfaces with federal and state regulations concerning issues and changes in insurance requirements.
- Interfaces with district-level, school-level, and support personnel in insurance and liability issues.
- Meets with all bargaining unit representatives as required.
- Consults with doctors, lawyers, and law enforcement officers in the development and investigation of claims and other required related matters.
- Attends state and local conferences to keep abreast of changing laws and insurance coverage.
- Keeps well informed about current trends and best practices in the insurance and legal fields.
- Promotes and supports professional development of self and others.
- Maintains peer contacts with other agencies and school districts for dissemination of information.
- Sets high standards for self and others.
- Coordinates training sessions with District staff and School Board personnel concerning issues of importance.
- Prepares reports and coordinate record keeping to meet requirements of the School Board, the state, and auditors.
- Maintains good public relations with outside agencies, companies, and the general public.
- Responds to inquiries in a timely and courteous manner.
- Provides relevant information and data to others in a timely manner.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Develops and implements an investigative process and reporting system to use in daily or weekly inquiries.
- Assists in the preparation of School Board agenda items.
- Provides leadership and guidance in the development of annual goals and objectives for assigned department.
- Utilizes appropriate strategies and problem-solving tools to make decisions in areas of responsibility.
- Exercises proactive leadership in promoting vision and mission of the District.
- Facilitates problem solving by individuals or groups.
- Informs Assistant Superintendent of potential problems or unusual events.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution or ARM designation, Master's Degree preferred.
- Certified Risk Manager (CRM) or Certified School Risk Manager (CSRM).
- Successful work experience in field of insurance.
- Minimum of seven (7) years of experience in a supervisory capacity.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of the multitude of insurance programs, including property, Workmen's Compensation, accident, health and life, fleet liability, School Board liability, student accident, and others.
- Requires the ability to display basic understanding of the laws pertaining to insurance areas.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to deal with crisis situations that require making major decisions involving people, resources, and property.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine individual benefit eligibility.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget, manage the budget within assigned department/division, and determine allocation of budget among departments/divisions.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to repair, develop, or install complex software or management information systems.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: