

Title: Risk Management Executive Assistant
PG: 40
Status: Civil Service
Position Reports to: Director of Risk Management
Department: Risk Management

Class Code: 6092
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an entry level professional position responsible for assisting the Department Head in a broad range of activities of the department. A high degree of independence and initiative is required within the framework of established policies and procedures. Work is conducted under the general guidance and supervision of the Director of Risk Management.

ESSENTIAL FUNCTIONS:

1. Supervises daily duties of subordinates to include coaching, counseling, disciplinary action as well as performance reviews.
2. Develops audio-visual presentations for the Director of Risk Management.
3. Makes group presentations regarding materials related to Risk Management.
4. Coordinates work assignments of immediate subordinates.
5. Assists in the preparation of departmental budget.
6. Performs special projects as assigned by the Director.
5. Answers inquiries regarding contractor's insurance requirements that do not meet assigned levels in a bid.
6. Assists the Director on the development and implementation of the Risk Management/Purchasing Strategic Planning process.
7. Attends mediations and trials as required by the Director.
8. Works with the Director to facilitate annual insurance renewal process.
9. Provides necessary resolutions to administrative problems in Risk Management.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to manage projects in a timely manner with degree of independence.
2. Ability to communicate effectively at all levels of the organization.
3. Ability to prepare both written and oral comprehensive reports.
4. Ability to multi-task, set priorities, meet deadlines, and manage competing priorities.
5. Ability and willingness to establish and maintain effective working relationships with other employees and the general public.
6. Ability to understand and interpret financial relationships from a budget aspect.
7. Proficient in the use of personal computers utilizing word processing, presentation software, and data bases.
8. Ability to carry out assigned responsibilities and to solve minor administrative problems with a minimum of direction and supervision
9. Knowledge of insurance policies, procedures, and claims adjudication.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from a two (2) year accredited college with major coursework in business administration, public administration, or insurance.
2. At least four (4) years of experience in a staff support role or at least one of which involved data analysis and report preparation.
3. An equivalent combination of education and experience that is determined to be directly related the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid State of Florida Driver's License.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.