

Title: Director of Risk Management & Purchasing
PG: PB3
Status: Non Civil Service
Position Reports to: Assistant to the City Manager
Department: Risk Management & Purchasing

Class Code: 1029
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an administrative position in directing the City's Office of Risk Management and Purchasing Department. An employee in this classification is responsible for the coordination of activities within the following areas: risk determination and evaluation, claims administration, contract administration regarding insurance requirements, insurance coverage, administration of self-insurance programs and group health benefits, loss prevention and administration of the Office of Risk Management. Further, this individual is responsible for the direct supervision of the Safety and Emergency Operations Manager and will exercise oversight authority for a comprehensive citywide safety and emergency operations program. Additional duties include the supervision of the functions of the City's Purchasing, Central Stores, and Inventory Control. The incumbent has wide latitude for independent action and discretion in the performance of assigned duties and is normally expected to carry all functions through to completion with only general instructions. General direction is received from the City Administration and work is reviewed through conferences, evaluation of reports, and evaluation of results obtained.

ESSENTIAL FUNCTIONS:

1. Responsible for the development and administration of an effective City-wide purchasing and risk management program, directed towards the protection of the City's assets which will prevent or minimize the losses due to employee injuries, accidents, or liability exposures, and to insure the City's competitive bid policy is enforced.
2. Coordinates all City insurance or self-insurance activities. This includes the renewal and bidding of all insurance, preparation of specifications and analysis of same, development and administration of a self-insured program, safety and health professionals, which include hospital administrators and physicians. Make recommendations to the City Administration concerning the City's insurance needs.
3. Performs liaison function with insurance companies, insurance consultants, insurance agents, claims administrators, state and federal agencies dealing with insurance, safety and health.
4. Directs the processing of all insurance and self-insured claims in the area of workers' compensation, property and casualty, general and automobile liability, group health, etc.
5. Maintains standards to insure adequate coverage and limits for all City policies as well as coverage provided through contracts.
6. Analyzes all losses to determine cause and makes recommendations so that corrective action can be implemented to avoid a recurrence.
7. Inspects and supervises the inspection of City facilities, equipment and work practices to insure continued compliance with state and federal occupational safety and health requirements.
8. Develops necessary training and education programs for all employees.
9. Supervises the keeping of required records and reports involving all risk management and purchasing functions.
10. Confers with department heads regarding new programs or methods that will assist them in their employee protection programs.
11. Exercise oversight authority for citywide comprehensive Safety program and Safety budget.
12. Coordinates the resolution of Purchasing bid disputes as needed.
13. Ensures departmental compliance in support of the City's strategic plan.
14. Represents the City at claims related mediations and trials.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of property and casualty coverages, including the administration of self-insured programs.
2. Thorough knowledge of the principles and practices of employee training and of the varied occupations constituting municipal employment.
3. Thorough knowledge of state and federal occupational safety and laws and regulations and the ability to interpret them.
4. Knowledge of reserve analysis, cost allocation, forecasting, claims monitoring, risk financing and employee benefits.
5. Ability to work with insurance representatives, attorneys, physicians, hospital administration and claimants in satisfactorily resolving claims.
6. Ability to make necessary investigations regarding loss experiences and take the necessary action to insure that the exposure is reduced or eliminated.
7. Ability to plan, assign and coordinate the activities of subordinates.
8. Ability to communicate effectively, clearly and concisely both orally and in writing.
9. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
10. Ability to drive a City vehicle – non CDL
11. Knowledge of the City's Purchasing policies and procedures.

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 traffic, no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in business, public administration or Political Science. Risk management, insurance or related subjects are accepted.
2. Four (4) years of experience in the administration of all facets of a comprehensive risk management program, including health benefits, medical insurance as well as litigation, processor claims mitigation, depositions, forming health care alliances, group life, dental, vision, long term disability, and flexible spending accounts. Supervisory experience required.
3. Specialty designations or certifications preferred such as ARM, INS CHCH, CSP, State of Florida Health, Life and Annuity License, All Lines Adjuster License, CPM.
4. Experience that is determined to be directly related and equivalent to the foregoing specified requirements may be substituted.
5. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.