

DIRECTOR OF RISK MANAGEMENT

Code No.: 3-18-261

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in the Monroe County Water Authority responsible for the development, administration and analysis of a comprehensive risk management program. This position reviews all Authority operations, programs and facilities to identify and analyze risks that would cause major financial loss to the Authority and makes recommendations on the types and amounts of insurance necessary. The insurance needs of the Authority cover a wide scope of areas including, but not limited to, property and liability, Workers' Compensation, employee benefits, and vehicles. Responsibilities include policy and procedure development relating to the administration of insurance programs, safety programs, claim settlement and the prevention of losses. Work is performed under the general direction of, and the employee reports directly to, the Executive Director, with wide leeway allowed for independent judgment and initiative in performing duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Continually determines all risks for potential of loss to which the Authority's assets are exposed and analyzes such risks to determine whether they can be eliminated or minimized;

Recommends policies which will reduce insurance costs and losses;

Recommends the types and amounts of insurance to be maintained as self-insurance and those to be retained with outside insurance firms;

Administers insurance programs of the Authority and ensures that all policy interpretations relating to eligibility, claims processing, etc. are made in conformance with contract provisions and legal restrictions;

Participates in the investigation of accidents and injuries and oversees the preparation of material and evidence for Authority use in hearings, law suits and insurance investigations;

Supervises the identification and development of training programs and Authority procedures which will promote safety consciousness and reduce insurance costs;

Negotiates with insurance companies for the most appropriate types and amounts of insurance coverage within budgetary restrictions;

Develops insurance budget within budgetary restrictions;

Reviews contracts and leases entered into by the Authority to ensure that all necessary insurance coverage and safety standards are met;

Oversees the claims processing and record keeping functions of all group insurance programs;

Notifies insurance carriers of changes in programs for property and equipment affecting insurance coverage;

Prepares narrative and statistical reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of risk management and risk financing techniques for all lines of insurance; thorough knowledge of the principles and practices of administration; thorough knowledge of laws, rules and regulations pertaining to insurance, such as a General Municipal and General Insurance Law, Workers' Compensation Law and business law; thorough knowledge of current developments, literature and sources of information in the insurance field; good knowledge of the advantages and disadvantages of all types of insurance coverage including self-insurance; good knowledge of safety principles and practices and the regulations, such as OSHA, governing safety in the work environment; ability to analyze insurance needs based upon past claims and projected future claims; ability to analyze statistical and factual data and to arrive at sound conclusions; ability to prepare and understand technical and statistical reports; ability to read and interpret insurance policies; ability to deal effectively with a wide variety of people; ability to communicate well orally and in writing; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of full-time paid or its part-time equivalent experience in the insurance field, three (3) of which shall have involved the administration of liability and casualty insurance policies for a business or municipality.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 16, 1987