



**TOWN OF DAVIE**  
invites applications for the position of:

# Risk Manager

An Equal Opportunity Employer

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**SALARY:**

\$35.64/Hour  
\$74,121/Year

**OPENING DATE:** Friday, June 5, 2015

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Under limited supervision, supervises, plans and directs the activities of the Risk Management function including, but not limited to worker's compensation, liability insurance, property, auto insurance, etc., in order to ensure the proper management of a variety of Town insurance policies and programs and safety programs. Reports to Human Resources Director or designee.

**MINIMUM TRAINING AND EXPERIENCE:**

Requires a Master's Degree in Public/Business Administration, Occupational Safety, or related field, and a minimum of three (3) years of progressively responsible experience in Insurance; Specifically Liability, Worker's Compensation, Safety Administration and/or Risk Management, preferably for a Governmental or similar Public Sector Agency; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Must have experience negotiating settlements and assisting in the preparation of court appearances regarding all Risk associated lawsuits.

Strong supervisory/managerial, technical, writing and planning skills are required. Must possess a valid State driver's license.

Relevant experience in excess of the required three years may substitute for the required education on a year for year basis.

Associate in Risk Management (ARM) and/or local government experience is required.

**SUPPLEMENTAL INFORMATION:**

**\*\*PLEASE NOTE\*\***

If you applied for this position within the past six (6) months, please do not reapply.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.davie-fl.gov>

Job #15-058  
RISK MANAGER  
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OUR OFFICE IS LOCATED AT:  
6591 Orange Drive  
Davie, FL 33314  
954-797-1100  
[hrd@davie-fl.gov](mailto:hrd@davie-fl.gov)

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