Risk Manager

Job Description

**Reports to: Deputy Administrator** **Location: Topeka Office**

 **Classification: Exempt**

**General Summary Description**

The Risk Manager plans, organizes, directs, supervises and coordinates the KCAMP Risk Management Program. The Risk Management Program is designed to assist KCAMP members in identifying and measuring property, liability and crime risks associated with their operations, and developing risk mitigation techniques to reduce the frequency and severity of losses. The position is based in the Topeka office, but will require travel throughout the State of Kansas.

**Duties /Responsibilities**

* Conduct onsite assessments to identify and measure risks associated with member operations.
* Review member policies and procedures for compliance with applicable statutes, rules and regulations.
* Review member contracts to advise counties on proper risk transfer techniques.
* Investigate claims to identify root causes and follow up with counties to ensure risk mitigation measures are implemented.
* Generate loss analysis reports to identify loss trends.
* Provide written recommendations to KCAMP members for mitigating risk and monitor member implementation of recommendations.
* Develop other written materials including letters, policies and procedures, manuals, and newsletter articles.
* Develop and implement on-site and webinar training programs.
* Provide direction to, and as needed, attend the meetings of, member safety committees.
* Provide prompt and courteous response to member risk management inquiries and questions concerning KCAMP’s coverages and services.
* Research and stay abreast of applicable risk management, legal and regulatory standards impacting KCAMP member operations.
* Develop new risk management programs to assist members in reducing losses.
* Establish annual risk management program objectives and develop metrics for evaluating the effectiveness of the program.
* Support the KCAMP Administrator/CEO by providing reports, conducting research, performing loss analysis Draft reports, letters, and internal documents to the Board of Trustees and the membership.
* Perform other duties as assigned.

**Minimum Qualifications**

Three years’ risk management experience or a combination of claims and risk management experience required. Risk management and/or claims experience in public entity context preferred.

**Additional Requirements**

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| **Licenses/Certification:****Special Requirements/ Skills:** | * Valid Driver’s License and Insurance
* Kansas Insurance Agent’s License
* Thorough knowledge of:
	+ Risk management standards and best practices
	+ Contractual risk transfer
* Proficient in Microsoft Office Suite including Outlook, Word, and Excel
* Excellent investigation and problem-solving abilities
* Strong verbal and written communication skills
* Excellent presentation skills
* Strong organizational and time management skills
* Ability to read, analyze and interpret policies, procedures, statutes, rules and regulations.
* Ability to work with risk management information systems to extract critical data.
* Excellent time management skills
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***Note:*** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The employer has the right to revise this job description at any time. The job description is not to be construe d as a contract for employment.