

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: RISK MANAGER (Job Code 512).**

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### **GENERAL STATEMENT OF JOB**

This is a highly responsible administrative and professional position with considerable independent judgement under the direction of the Human Resources Director. The purpose of this classification is to manage the city's risk management program to include a variety of City insurance policies, claims, litigation, contract reviews safety and loss control programs and activities.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Administers the City's insurance policies pertaining to property, casualty/liability, workers' compensation, and safety.

Ensures compliance with workers' compensation and Florida statutes.

Supervises, directs and evaluates subordinate staff; reviews and approves work for accuracy and compliance with policies and procedures; provides technical assistance and training.

Reviews incident and accident reports, insurance forms, medical reports, and wage statements in workers' compensation program; monitors status of cases; reviews correspondence and findings of adjusters, third party administrator's attorneys, and physicians; approves claims for settlement.

Prepares the insurance budget as well as the safety budget; assists departments with safety-related budget requests.

Conducts field investigations and audits of safety practices in city departments and recommends changes and improvements in safety procedures in city operations; attends department safety meetings.

Develops risk management policies and procedures; updates the city's safety manual; functions as City ADA Coordinator.

Interacts with department directors, city and state officials, insurance agents, adjusters, third party administrators, attorneys, medical service providers, the Workers' Compensation Authority, and others; represents the city in court hearings, mediations and trials relevant to worker's compensation and liability suits.

Reviews and evaluates insurance policies held by the city; makes recommendations on policy changes; develops requests for proposals from insurance carriers; reviews and approves invoices and authorizes payments due.

Reviews statistical data showing trends in claims, incidents, risk exposure, damages and losses; analyzes data and makes recommendations on changes in risk management program.

Prepares risk management reports for distribution to city departments; drafts agenda items for City Commission meetings.

Attends City Commission meetings, makes report presentations and answers questions as needed.

Responds to public records requests.

Prepares various insurance and claims reports for filing with the State of Florida.

Attends employee wellness meetings and makes policy recommendations relating to employee benefits and insurance programs relating to wellness and loss prevention.

Keeps current on changes in insurance and benefit environment, as well as laws pertaining to liability and workers' compensation.

Reviews and monitors laws and regulations, policies and procedures relating to environmental protection, occupational safety, workers' compensation, property insurance, and other risk management functions.

Maintains knowledge of state laws and regulations, claims administration issues, and other aspects of risk management administration by attending conferences and training classes, and by reading professional journals.

Performs other related duties as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in risk management, insurance, public administration, business administration, or closely related field; supplemented by five (5) years progressive experience and training in a risk management program that includes insurance administration, analyzing risk exposure, and developing and implementing appropriate risk management strategies. Must possess and maintain a valid Florida driver's license.

Preferred: Certified Safety Professional (CSP) or Associate in Risk Management (ARM) designation and public sector experience.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge in modern risk management principles, practices, methods and techniques; workers' compensation laws and safety procedures.

Knowledge of workers' compensation, property liability, and safety processes and procedures.

Ability to analyze local, state, and federal statutes as they relate to personal injuries, property damage, vehicle accidents, and other risks.

Ability to clearly communicate and understand information in English, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date