

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>07/08</b>
<b>POSITION</b>	<b>RISK MANAGER</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$54,424.00</b>
<b>DEPARTMENT</b>	<b>HUMAN RESOURCES</b>		
<b>JOB CODE</b>	<b>43635</b>	<b>GRADE</b>	<b>N41</b>

**PHYSICAL LOCATION:**

- City Hall

**REPORTING RESPONSIBILITIES:**

- Reports directly to Director of Human Resources or designee

**GENERAL FUNCTIONS:**

- Under general direction oversees and directs risk management function for the City including liability insurance programs, workers compensation, loss control procedures, safety compliance, compliance with environmental and occupational safety and health rules and regulations and performs related duties as assigned and all local, federal, state laws. Responsible for managing

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with co-workers, City officials and the general public.
- Able to work forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Must have and maintain valid Florida driver's license.
- Able to climb stairs and navigate on foot over uneven terrain.

**EQUIPMENT TO BE USED:**

- Thorough knowledge of modern office machines including, but not limited to, personal computer and related software programs, in house programs and applications.

**ENVIRONMENT:**

- Air-conditioned office and outside occasionally in inclement weather.

**PHYSICAL REQUIREMENT:**

- Standing 15%
- Bending 6%
- Reaching 4%
- Walking 30%
- Lifting 5%
- Sitting 40%

**DUTIES/TASKS/JOBS:**

- Assists with the development and negotiation of vendor contracts for City's liability insurance related to general liability, automobile and property programs.
- Maintains information system for timely recording of losses, claims and related costs.
- Administers worker's compensation insurance program and liability programs including claims, records, statistics, auditing, policy expiration dates, claims, cancellations, etc.
- Confers with doctors, lawyers, insurance carriers and may attend hearings, mediations and trials.
- Keeps abreast of new developments in legislation and legal decisions.
- Develops and manages department safety programs.
- Assists in review of all insurance policies for adequate coverage.
- Processes reports in accordance with state statutes.
- Responsible for the processing of all claims and reports relating to third party injuries, property damage, occupational diseases, public liability accidents and other claims from reporting to carrier and investigation to closing of file.
- Ensure files are current, accurate, and complete.
- Directs the work assignments of assigned staff, assigning priorities and monitoring outcomes.
- Ensure all worker's compensation files are kept up to date.
- Maintain O.S.H.A. files concerning the filing of all required reports and records.
- Take phone calls and answers questions relating to safety issues. Ensure that requested information is transmitted promptly.
- Help develop statistical data for use in promoting accident and property damage loss control programs.
- Make field visits to City facilities to detect existing or potential accidents and health hazards, recommending corrective or preventable measures where indicated, report to Director.
- Meets and confers with City departments regarding claims against the City, workers compensation and safety.
- Participate in the investigation of accidents and injuries and interact with responsible parties in the preparation of materials and evidence for City use.
- Analyzes, develops and monitors risk management policies and procedures for Citywide implementation.
- Monitor and assess safety related committees, keep abreast of new developments in the field of accident prevention, personal protective equipment and first aid, making such information available to all City departments.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Knowledge of Worker's Compensation statutes and other federal and state laws related to personal injury, property damage, vehicle accidents and other risks.
- Ability to plan, prepare and deliver effective training programs.
- Ability to establish and maintain effective working relationships with City department heads, employees, general public and professional organizations and agencies.
- Ability to learn and work with City polices, procedures, land, building and historic district regulations.
- Ability to communicate effectively verbally and in writing.
- Proficiency in use of Microsoft applications and ability to develop and provide reports/manuals/handbooks/educational materials.
- Ability to use electronic data systems.
- Ability to effectively interact with insurance carriers, in house counsel and contracted legal personnel.
- Bachelor's degree with course work in Business/Public Administration, Human Resources or related area.
- Three years progressively responsible risk management, claims adjusting or safety administration experience.

- Ability to communicate effectively with legal staff.
- Equivalent combination of education and experience considered.
- One-year supervisory experience in related area.
- Valid Florida driver's license.

**RISK MANAGER**

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1st floor  
Key West FL 33040  
Office Telephone: (305) 809-3714**