



BOULDER COUNTY COLORADO
invites applications for the position of:

Risk Manager

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

<u>Monthly</u>	<u>Annually</u>
\$5,619.00 - \$8,093.00	\$67,428.00 - \$97,116.00

OPENING DATE: 05/29/18

CLOSING DATE: 06/08/18 11:59 PM

DESCRIPTION:

Boulder County is hiring a **Risk Manager!**

The Boulder County Administrative Services Department is hiring a **Risk Manager** to join the Financial Services Division. The Risk Manager will join a small team of risk management professionals. The Manager will perform a variety of complex and specialized duties relating to insurance and claims management, safety loss control and risk assessment. Our ideal candidate is someone who is flexible, transparent, and works hard while having fun!

This is a **full-time, benefited position** with Boulder County. This position will work **40 hours per week**, with a **flexible schedule**. This position is located in **Boulder, CO**. Under FLSA guidelines, this position is **exempt** from overtime.

Hiring salary range: \$5,619 to \$6,856 per month
Full salary range: \$5,619 to \$8,093 per month

EXAMPLES OF DUTIES

1. Manages the County's Property, liability and workers'

compensation Self Insured and Self-Administered insurance program

2. Acts as a consultant to department directors and elected officials on loss control by identifying and analyzing risks
3. Conducts performance appraisals, counsels employees concerning performance and recommends personnel actions in the areas of hiring, termination, promotion and discipline
4. Develops and implements safety programs and provides oversight of Risk Management and Safety polices for Boulder County
5. Reviews and investigates insurance claims and oversight of claims payments and settlements
6. Functions as a liaison with insurance brokers and insurance carriers for Boulder County and Boulder County Housing Authority and the Volunteer Medical and Accident policy
7. Analyzes coverage limits and applicable insurance coverage for Boulder County and Boulder County Housing Authority
8. Analyzes losses and prepares loss reports including required data for the annual actuarial report as required by auditors
9. Reviews and evaluates Motor Vehicle Driving Records for county employees
10. Reviews and evaluates county contracts for insurance requirements including maintaining valid insurance certificate documents as required by contract
11. Oversees county self-insured permit and county workers' compensation experience modification program
12. Oversees and monitors of the Risk Management budget
13. Performs related work, as required
14. May be reassigned in case of emergency situation

**REQUIRED
QUALIFICATIONS**

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

EDUCATION:

- Bachelor's degree in business, or related field

EXPERIENCE:

- Six years of professional loss control experience, including two years in a supervisory capacity

Additional related education may count toward required experience

DRIVER'S LICENSE:

- Employee must have a valid driver's license, current automobile insurance, and a good driving record

BACKGROUND INVESTIGATION:

- A job offer is contingent on passing a criminal background check

**SUPPLEMENTAL
INFORMATION**

KNOWLEDGE, SKILLS, & ABILITIES:

- Thorough knowledge of insurance practices and procedures
- Skill in organization and management
- Ability to work effectively with insurance companies, County managers, other employees and the public

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.



An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE

AT:

<http://www.bouldercounty.org>

Job #2485(PK1)

RISK MANAGER

MD

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:

Boulder County Courthouse Information Desk

1325 Pearl Street

Boulder, CO 80302

303-441-3525

jobs@bouldercounty.org
