

# Manager, Risk

ONLINE APPLICATIONS ONLY TO: [www.cherrycreekschools.org/careers](http://www.cherrycreekschools.org/careers)

Follow instructions to apply for **Posting A21000** – Manager, Risk

**JOB STATUS:** OPEN  
**POSTING DATE:** 08/07/2020  
**CLOSING DATE:** 08/28/2020, 04:00PM  
**POSTING NUMBER:** A21000  
**FACILITY:** ASC-Fiscal Services  
**POSITION TITLE:** Manager, Risk

## JOB DESCRIPTION:

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Administer the risk management functions of the District and determine how risks can be eliminated, controlled, minimized, assumed, or insured, within the available resources. Identify risk financing options and negotiate and secure appropriate property and casualty, workers' compensation, and other appropriate insurance coverages. Evaluate organizational risk and financial position to determine optimal levels of risk retention and risk financing for various exposures. Oversee the District's property/casualty and workers' compensation insurance programs, ensuring compliance with federal and state laws and regulations. Develop and implement safety policies and loss prevention programs.

## DUTIES AND RESPONSIBILITIES:

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*The following tasks describe the basic functions of the job; not all tasks may be performed by each employee. Duties and assignments may vary based on building assignment and academic year. The following frequencies and percentage of time spent are approximations only.*

- Handle all claims that fall within the District deductibles and self-insured retentions. Assist site administrators in addressing and resolving site-specific risk related concerns and problems. Participates in the investigation of accidents and injuries, and assists in the preparation of materials and evidence for the school district's use in hearings, lawsuits, and insurance investigations. [Daily, 30%]
- Administer and oversee the District's property and casualty insurance and workers' compensation programs. [Daily, 30%]
- Serve on the District's Reasonable Accommodations Committee (RACOM) in the return to work for both work related and non-work related injuries and disabilities in accordance with The Americans with Disabilities Act (ADA). [Weekly, 5%]
- Administer, report, and coordinate the claims management effort with legal counsel and insurance companies on all claims filed against the District by employees and third-parties. Issue periodic reports to management on the status of outstanding litigation against the District. [Monthly, 5%]
- Establish specifications, maintain insurance contracts, and evaluate contractor insurance requirements for acceptability of risk and insurance in the reduction of any liability risks transferred by vendors, contractors, and other governmental entities. Annually negotiate all insurance coverage including property, liability, automobile, and workers' compensation for the District. [Monthly, 5%]
- Develop a comprehensive safety program, including but not limited to, student, staff, and building safety, theater inspections, motor vehicle record review, kiln operation compliance, volunteer driver review, and other safety programs as needed. [Quarterly, 5%]
- Serve as the District representative on the Joint School Districts Workers' Compensation Self Insurance board. [Quarterly, 5%]
- Obtain and coordinate the Aviation, Foreign Liability, Travel Accident, and Voluntary Student Accident insurance programs. [Annually, 5%]

- Identify all risk of loss to which the District's assets are exposed and determine the method by which they can be controlled, treated, or transferred. [Annually, 5%]
- Perform other related duties as assigned or requested. [Daily, 5%]

## EXPERIENCE:

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## JOB QUALIFICATIONS:

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### MINIMUM QUALIFICATIONS:

- Bachelor's degree in finance, accounting, economics, or related field.
- Five (5) years of insurance or risk management experience administering property, liability, automobile, and workers' compensation.
- Basic knowledge of typical office equipment such as telephones, copiers, fax machines, email, etc.
- Basic knowledge of architectural, safety engineering, and construction practices.
- Intermediate knowledge of Microsoft Office.
- Intermediate knowledge of public entity and commercial law, including liability and contract law.
- Advanced knowledge of current practices and trends in the area of risk management, including alternative financing techniques.
- Advanced verbal and written communication skills.
- Advanced organizational skills.
- Advanced skills in human relations.
- Advanced skills in public relations, conflict resolution, and problem solving.
- Ability to be flexible and patient and adjust to changing priorities.
- Ability to effectively motivate and supervise people.
- Ability to assist with developing, administering, monitoring, and coordinating the department's budget.
- Commitment to the efficient and effective use of resources and evidence of a desire to apply creative initiative to shrinking financial resources.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow the Board of Education policies, District policies, and building and department procedures, protocols, and guidelines.
- Willingness to contribute to cultural diversity for educational enrichment.
- Criminal background check and fingerprinting required for hire.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*All certifications, licenses, and registrations must be valid and unexpired.*

- One or more of the following: Certified School Risk Manager (CSRM), Property and Casualty Insurance License, Associate in Risk Management (ARM), Chartered Property Casualty Underwriter (CPCU), or Certified Insurance Counselor (CIC).
- Colorado driver's license.

### PREFERRED QUALIFICATIONS:

- Master of Science in Risk Management.
- Experience working with and/or within public entities, specifically public school districts.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Racially conscious and culturally competent with the skill, will, capacity, and knowledge to commit to a culture of continuous improvement.

## **WORKING CONDITIONS:**

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### PHYSICAL AND MENTAL DEMANDS/WORK ENVIRONMENT:

- Moderate physical effort (lifting up to 25 pounds).
- Occasional bending and reaching.
- Occasional standing and walking.
- Occasional lifting, pulling, and pushing.
- Close, distance, color, and peripheral vision.
- Visual concentration, depth perception, and ability to adjust focus.
- Eye/hand coordination.
- May occasionally be exposed to fumes or airborne particles.
- May occasionally be exposed to outdoor weather conditions.
- Usually a moderate noise level.
- Normal office environment.
- Normal school district environment.

## **APPLY TO:**

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Please upload cover letter, resume, and letters of reference (3) with your online application.

EMPLOYEE GROUP: Administrators Administrator Range 2 | Exempt  
SALARY: \$70,729.29 - \$101,781.18 per year  
DAYS: 230  
HOURS PER DAY: 8  
START DATE: 09/15/2020