

RISK ADMINISTRATOR

General Statement of Duties

Performs specialized professional work to administer the Town's Risk program.

Distinguishing Features of the Class

An employee in this class is responsible for planning, evaluating, developing, implementing and monitoring a comprehensive risk program for the Town. This includes, but not limited to, managing the Town's property liability and welfare benefit programs, contract review, insurance limit requirements, and administering the loss control program. The work requires regular contact with department heads, supervisors, employees, community resources and leaders with considerable contact with peers from other municipalities, brokers and vendors, training resources, and the general public. Independent judgment is exercised in all aspects of work. Work is under the general supervision of the Human Resources Director and is evaluated through observation, regular reports, and annual performance appraisals.

Illustrative Examples of Work

Administers the property/liability and welfare insurance plans; coordinates the placement/renewal process; evaluates coverage options and costs; conducts periodic reviews of insurance policies and makes recommendations on new coverage.

Coordinates the workers' compensation renewal process for third party administrator and excess insurance carrier vendors and coordinates legal action regarding risk management activities with the town or representing attorney, insurance company and other relevant parties.

Identifies exposures, develops, and implements loss control measures and necessary training to reduce risks, protect employees and the Town's assets, and minimizes potential liabilities. Maintains relationship with broker and loss control agents to further enhance existing programs.

Oversees the processing and settlement of complex liability insurance claims.

Reviews contracts, agreements, and bid specifications for Town insurance requirements and guidelines to minimize risk and safety exposures.

Prepares and manages program budgets; monitors expenditures; analyzes and produces various data for management reports and auditors.

Administers the Town's Occupational Health and Wellness Center relationship.

Responsible for assigned projects and research as designated by the Human Resources Director.

Acts as a back-up for the Safety Administrator and performs other related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the theory, principles, and practices of risk management.

Work requires considerable knowledge of local, state and federal laws and regulations relating to general liability, employment law, and emerging risks to the industry.

Ability to handle confidential information with integrity and discretion.

Worker must be skilled in understanding, interpreting and applying relevant city, state and federal statutes, rules, ordinances, codes and regulations.

Employee must have the ability to audit, analyze financial data and formulate programs to protect the Town's assets from liability exposures.

Employee must possess strong analytical, problem-solving, and communication skills.

Analyze problems, identify alternate solutions and outcomes, and provide recommendations.

Employee must have experience in developing and delivering training presentations.

Employee must be proficient in using computer software, word processing, and spreadsheets.

Employee must have the ability to establish and maintain effective working relationships with others.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

Worker is subject to both inside and outside environmental conditions.

Desirable Education and Experience

Bachelor's degree in risk management, business administration, safety and health, public administration, or related field; or equivalent combination of education and experience.

Special Requirements

North Carolina class C driver license

Fair Labor Standards Act (FLSA) Status

Exempt

2025