

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

RISK MANAGER

QUALIFICATIONS

- Bachelor's Degree in Business Administration or Business Management, **OR**
- Bachelor's Degree in a related area with nine (9) semester hours in Insurance or Risk Management.
- Five (5) years experience in a public or private organization in the area of Risk Management or Safety Administration, including at least three (3) years in a supervisory capacity.
- Knowledge of administrative computer applications as related to departmental job functions.

REPORTS TO Coordinator of Accounting

SUPERVISES Executive Secretary

POSITION GOAL

To develop and maintain a risk management program for the school district which will provide a safe and healthy environment for students and employees, and which will provide an acceptable degree of protection for district facilities and property.

PERFORMANCE RESPONSIBILITIES

1. * Develop and implement an on-going safety program for the school district.
2. * Maintain detailed schedules of valuation on all insurable property and equipment.
3. * Recommend adequate insurance coverage for protection of the School Board, its employees, and board-owned equipment and facilities.
4. * Analyze potential risks and make recommendations for prevention, assumption, or transfer of said risks.
5. * Conduct inservice activities for district employees in areas such as safety, Board insurance coverage, potential liability, and worker's compensation liability and procedures.
6. * Receive and process all claims for worker's compensation, liability, fleet vehicle damage, and property damage to buildings and contents.
7. * Investigate accidents or incidents which may result in liability or claims, and maintain a complete record of each incident. Authorize medical treatment of school employees who are injured in the line of duty.
8. * Serve as the on-site administrator of the District's self-insurance program, and as primary contact with the organization contracted to administer the program.
9. * Examine and approve certificates of insurance coverage for organizations using school facilities.
10. * Review and record drivers' licenses information for employees driving district vehicles and for persons driving private vehicles while transporting students on school-approved field trips.
11. * Make periodic inspections of district buildings and equipment to ensure compliance with applicable safety standards; report discrepancies to the principal or department head having responsibility for the facility or equipment.
12. * Provide weekly information on current worker's compensation claims to the Finance and Human Resources Departments.
13. Perform other duties assigned by the Coordinator of Accounting.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-10-F \$61,532 - \$94,387
 M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **14**
 EEO-5 Line **44**

ADA CODES

2 **TBA**
 3 **TBA**
 4 **TBA**

BOARD APPROVED

May 13, 1997