CITY OF PANAMA CITY

JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | | Risk Manager – Property Liability | |
| **Division/ Department** | | Logistics / Risk Management | |
| **Annual Pay: $39,412.61**  Plus competitive benefit package. | **Type of position:**  Full -time | | **Hours** 40 /week  Nonexempt |

**MAJOR FUNCTIONS**

This is diversified, professional level work involving coordination of risk management functions and specialized administrative duties. Serves at the discretion of the Senior Manager of Logistics and performs complex risk management duties, and administrative work following established procedures.

**ESSENTIAL DUTIES**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**(These are intended only as illustrations for the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)**

* Reports to the Senior Manager of Logistics regarding existing programs, policy and procedures concerning risk management.
* Maintains extensive and frequent contact with all City Departments, elected officials, general liability, property insurance carriers and claims adjusters.
* Serves as contact for the City’s property and vehicle incidents.
* Oversees the City’s Property and Fleet Vehicle Insurance Program and other lines of insurance: processes claims, coordinates with the insurance carriers, departments, vendors and Equipment Maintenance regarding repairs.
* Ensures city vehicles are insured to the best advantage of the city
* Ensures all safety compliance related to city vehicles
* Ensures city facilities are insured to the best advantage of the city
* Oversees and coordinates the quarterly facility inspections of City property and manages needed repairs
* Maintains a list of city assets by department and ensure proper insurance coverage exists to include contents coverage
* Serves as contact for lawsuits served on the City and acts as liaison with insurance claims adjusters and attorneys.
* Coordinates with insurance companies regarding claims, resolves administrative problems with the carrier representatives as well as flexible TPA administrators.
* Conducts quarterly claims review with insurance carrier.
* Prepares various Risk Management report requests (internal and external), ongoing and ad-hoc.
* Analysis and recommend activities in order to prevent or isolate liabilities to the City.
* Completes required check request for insurance premiums and insurance related invoices.
* Monitor the issuance and receipt of certificate of insurance.
* Serves as a standing member of required safety committees, prepares and presents monthly safety reports to committees as needed.
* Assists the Department Head in preparing the risk management’s budget.
* Performs other duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of the administration of other risk management and safety programs.
* Ability to communicate effectively, compose correspondence, documents, and reports of varying complexity independently, on a variety of software applications, for statistical and analytical purposes.  Maintain records and files.
* Must have knowledge of department rules, regulations, procedures and regulations, and the ability to apply these to complex work problems and situations.
* Must be detailed oriented and able to juggle work projects; multitask and engage in extensive research projects. Ability to exercise independent judgment and make decisions in accordance with departmental policies.
* Ability to maintain confidential information. Ability to work with employees and the public in a tactful, diplomatic manner. Ability to think clearly and use proper judgment. Ability to work under pressure.
* Understanding of Florida State Statutes affecting risk management and safety.

**MINIMUM QUALIFICATIONS**

Must have a Bachelor’s degree in Administration, Business Management, Logistics or related field. Must have experience in processing insurance claims. Five (5) years in Risk Management experience preferred with at least one (1) year in the administration of insurance, and risk management/safety programs. A comparable amount of training or experience may be substituted for the minimum qualifications.

Must be able to speak, write, and comprehend the English language.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day. The job requires frequent: fine manipulations and occasional: bending/stooping, grasping, pulling/pushing, reaching, repetitive motion, and lifting/carrying objects weighing up to 15 pounds. On rare occasions the work requires: climbing, kneeling, and lifting/carrying objects weight 45 pounds or more.

* Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively on the telephone and in person;
* Sufficient vision or other powers of observation, which permits the employee to review, evaluate and prepare a variety of written documents and materials;
* Sufficient manual dexterity, which permits the employee to operate computer equipment and other office equipment;
* Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting and make presentations to large and small groups;

Work Environment:

The primary duties of the position are performed in a general office environment.

These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.