

## **RISK ADMINISTRATOR - 068**

### **DEFINITION OF WORK**

Under general supervision, performs complex professional and administrative work in the development and administration of a risk management program for City government and agencies of the City; does related work as required.

### **EXAMPLES OF WORK**

Develops and administers a City-wide risk management program; identifies areas of risk exposure; analyzes risks and recommends appropriate treatment by elimination, assumption or transfer; directs occupational health and safety programs; administers worker's compensation program; contracts for property and casualty insurance as appropriate; reviews all contracts from a risk management perspective; prepares and analyzes loss data; processes third-party claims, including subrogation; coordinates with the legal staff on litigation; establishes loss reserves and other elements of self-finances coverages; supervises and evaluates the work of others; proposes legislative changes.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in public or business administration, economics or related field, supplemented by graduate work and extensive professional experience in the development and administration of risk management programs, preferably in the public sector level.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of the principles and practices of public and business administration; comprehensive knowledge of the philosophies, principles, and practices of risk management; thorough knowledge of the characteristics of property/casualty insurance; general knowledge of the scope and functions of municipal government, including municipal finance, budget and personnel administration; ability to communicate complex ideas in public, orally and in writing; ability to analyze financial and accident data and formulate programs to protect the City's assets from liability exposures.

