



# RISK & SAFETY ADMINISTRATOR JOB DESCRIPTION

Job Title: Risk & Safety Administrator

Job Code: RR100

Pay Grade: 28

Effective Date: October 2007

FLSA: Exempt

Revision Date: January 2018

## NATURE OF WORK

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County Risk Management Department; administers County risk management programs; advises County officials regarding risk-related matters; and supervises assigned personnel.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers and directs departmental operations including risk management, public disclosure, safety, workers' compensation, loss control, claims management, unemployment insurance, and program administration.
- Develops, implements, and administers the County's risk management/safety policies and procedures; prepares and presents risk-related resolutions for approval by the Board of County Commissioners.
- Prepares and administers the departmental budget; monitors and authorizes expenditure.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies, procedures, and regulatory requirements.
- Administers the County's various risk management programs pertaining to risk control, public disclosure, workers' compensation, wellness, alcohol and drugs, and loss prevention.
- Coordinates the annual insurance renewal process and secures coverage for general liability, airport liability, property, equipment, and excess workers' compensation.
- Receives, investigates, and adjusts tort claims; coordinates potential liabilities; represents the County with claimants, attorneys, and during claims mediation.
- Coordinates with the Prosecutor's Office regarding tort claims, law suits, and liability matters; meets with the Senior Deputy Prosecutor to develop litigation strategies; determines appropriate settlement options.
- Advises and briefs the Board of County Commissioners regarding risk programs and liability issues; consults with elected and appointed officials on a wide range of risk related matters.
- Manages and coordinates the County's employee orientation and training activities in relation to safety practices.
- Attends and participates in a variety of meetings regarding risk management matters.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Risk Management or a closely related field; AND five (5) years' experience managing risk management operations.

Certification as an Associate in Risk Management (ARM) issued by the Insurance Institute of America and a valid Driver's License are required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- County policies and procedures.
- Risk management principles and practices.
- Regulations and standards governing risk management activities.
- Knowledge of Washington State laws and rules of procedure related to public record laws.
- Safety, risk management, and loss control programs.
- Departmental records, reports, and documentation.
- Processes for developing and administering budgets.
- Supervisory principles, practices, and methods.

**Skills in:**

- Overseeing and coordinating the County's risk management operations.
- Developing and implementing public disclosure, safety and risk management policies.
- Administering risk management, safety, and loss control programs.
- Establishing and maintaining effective working relationships with staff, County departments, elected officials, outside agencies, and the general public.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.