



DEPARTMENT OF

HUMAN RESOURCES

Risk Manager

Salary: \$54,510

Type: Full Time

Benefits: Full Benefits

Date Posted: 07/22/2024

About Human Resources

The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Training Specialist, HR Benefits Specialist, Risk Manager and Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

Profile

The Risk Manager oversees the comprehensive insurance and risk management program, assessing and identifying risks that could impede the reputation, safety, security or financial success of the organization. This position coordinates risk management operations, programs, inspections, audits and trainings to provide safe and healthy working conditions to protect personnel and the visiting public from injuries and illnesses and property from accidental damage.

Preferred Education

Bachelor's degree in Risk Management or a similar field

Preferred Experience

At least two (2) years of Risk Management experience.

Requirements/Certifications

Valid driver's license

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Risk Manager

Grade: 9

Department: Human Resources

FLSA Status: E

Date: 07/22/2024

Position Profile:

The Risk Manager oversees the comprehensive insurance and risk management program, assessing and identifying risks that could impede the reputation, safety, security or financial success of the organization. Coordinates risk management operations, programs, inspections, audits & trainings, to provide safe and healthy working conditions to protect personnel and the visiting public from injuries/illnesses and property from accidental damage.

Duties and Responsibilities

Administration/ Task Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Conducts risk assessments, collecting and analyzing documentation, reports, and market trends.
- Establishes policies and procedures to identify and address risks in the organization's services and departments.
- Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
- Recommends and implements risk management solutions such as insurance, safety and security policies.
- Manages all LGIT incidents and follows up with claimants, staff, insurance companies, appraisers, attorneys, and third parties to investigate, subrogate and resolve claims.
- Conducts training and/or recommends training based on analysis of types of Workers Comp Claims or Near Misses
- Inspects worksites and observes employee safety, creates trainings based off observations and departments requests.
- Manages Federal Motor Carrier Safety for the City.
- Coordinates quarterly city risk management meetings.
- Knowledge of OSHA's General Industry and Construction Regulations.

Skills Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment.

- Excellent organizational and interpersonal skills including written and verbal communication skills.

- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.
- Act as an investigator by asking important questions, review company information and compare findings to local, state and national regulations.

Leadership/Role Model: Acts a role model and peer leader among his teammates and colleagues.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent at record keeping and recording risk data.
- Collaborates with the Human Resources Director, as well as other City departments and legal staff.

Stewardship/Resources: Safeguards equipment, supplies and materials.

- Participates in the managing of risk management budget.
- Monitors and reviews expenditures within the risk management budget and keeps Human Resources Director informed.

Development/Professional Development: Development Participate in opportunities to earn or maintain professional credentials and certifications.

- Serve as point of contact with employees and vendors and assist with their requests.
- Work on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Risk Management or a similar field, preferred.
- At least two years of Risk Management experience required.

Physical Requirements

- Work requires no unusual demand of physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, incident sites, e.g., use of safe work place practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.