

COWLEY COUNTY JOB DESCRIPTION

DATE: 10/15/2024

JOB TITLE: Risk Management Specialist

DEPARTMENT: County Administration

REPORTS TO: County Administrator

FLSA STATUS: Non-Exempt

SALARY GRADE: D

Job Overview:

The Risk Management Officer for Cowley County is responsible for identifying, assessing, and managing risks to minimize the County's exposure to financial loss, legal liability, property damage, and personnel injury. In conjunction with the Human Resource Coordinator and the County Administrator, the officer will implement policies and strategies to mitigate risks while ensuring compliance with federal, state, and local regulations.

Key Responsibilities:

1. Risk Identification & Assessment:

- Develop, implement, and maintain a county-wide risk management program.
- Identify potential risks related to operations, public safety, insurance, contracts, and employee safety.
- Conduct regular risk assessments to determine vulnerability to financial, operational, and reputational risks.

2. Risk Mitigation:

- Create and execute strategies to minimize risks to Cowley County's resources.
- Develop emergency preparedness plans, safety programs, and business continuity plans.
- Coordinate with department heads to implement corrective actions and safety improvements.
- Monitor and evaluate the effectiveness of risk mitigation strategies.

3. Insurance & Claims Management:

- Manage the County's insurance portfolio, including liability, property, and workers' compensation policies.

- Coordinate insurance claims, investigate incidents, and work with legal counsel or insurers to resolve issues.
- Evaluate and recommend changes in insurance policies to ensure appropriate coverage for the County's assets.

4. Regulatory Compliance:

- Ensure that the County adheres to all relevant federal, state, and local regulations regarding risk management, safety, and insurance.
- Develop and maintain safety policies in compliance with OSHA, ADA, and other regulatory standards.
- Train County employees on risk management and safety procedures.

5. Reporting & Documentation:

- Prepare and present regular reports to the County Administrator on risk exposure and risk mitigation strategies.
- Maintain comprehensive documentation for all risk management processes, including audits, assessments, and incident reports.

6. Collaboration & Training:

- Collaborate with County departments and external agencies to address and resolve risk-related issues.
- Provide ongoing risk management and safety training to County employees.
- Serve as a liaison between the County and other relevant stakeholders.

7. Incident Response:

- Lead investigations and provide recommendations on incident reports involving County employees or property.
- Assist in disaster recovery and emergency management efforts by ensuring all departments have updated risk response plans.
- All other duties as assigned.

Qualifications:

Education:

- Bachelor's degree in Risk Management, Public Administration, Business Administration, or a related field.
- Professional certification in risk management (e.g., Certified Risk Manager (CRM), Associate in Risk Management (ARM)) preferred.

Experience:

- Minimum of 3-5 years of experience in risk management, insurance administration, or related field, preferably in the public sector.
- Experience in developing and implementing risk management strategies.

Skills & Competencies:

- Strong analytical and problem-solving abilities.
 - Excellent communication and interpersonal skills.
 - Familiarity with risk assessment tools and software.
 - Knowledge of federal, state, and local safety regulations.
 - Ability to manage multiple projects and work collaboratively with different departments.
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Physical Demands:

- Ability to travel between County departments and facilities as needed.
 - Ability to occasionally lift materials and equipment up to 50 pounds.
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Work Environment:

- Primarily office-based with periodic fieldwork required to inspect County facilities or attend external meetings.
 - Flexibility to attend emergency meetings or respond to incidents as necessary.
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Application Process:

Interested candidates should submit a resume, cover letter, and references by [insert deadline] to:

Cowley County Human Resources Department

311 East 9th Ave, Winfield, KS 67156

Or email: adminoffice@cowleycountyks.gov

Cowley County is an Equal Opportunity Employer.