

# **NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**

## **ADMINISTRATOR, RISK MANAGEMENT SERVICES**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- \* (1) Associate's degree from an accredited college or university.
- \* (2) Valid Florida driver's license.
- \* (3) Minimum five (5) years' experience in a related field.
- \* (4) Computer/Program/Software proficiency.
- \* (5) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to maintain and analyze financial records. Familiarity with developing and maintaining databases. Highly skilled at report writing and preparing presentations. Positive interpersonal and superior customer service skills. Ability to handle a variety of semi-complex tasks at one time. Ability to work independently with minimum direction. Proficient oral and written communication skills. Keyboarding skills commensurate with requirements. Working knowledge of basic office procedures and the operation of office machines and equipment. Considerable knowledge of budgeting, accounting, office practices, grammar, spelling, and business correspondence. Ability to utilize a computer for spreadsheets, word processing, and specific software programs.

#### **REPORTS TO:**

Director, Risk Management Services

#### **JOB GOAL**

To effectively serve as the Administrator of the Risk Management Services program and budget.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \* (1) Ensure that information for wire transfers is accurate and takes place weekly to cover claims payments working closely with TPA and fiscal agent.
- \* (2) Review and report claim information promptly relating to WC, GL, AL, school bus accidents, student accidents, property loss, attorney correspondence, notices, and complaints and maintain the confidentiality of the materials.
- \* (3) Prepare invoices from Florida Workers' Compensation Assessments program, district policy program premiums, excess workers' compensation premiums and submit for payment through the fiscal agent to meet deadlines timely and ensure the completion of annual reporting.
- \* (4) Ensure that accurate and timely boiler inspection invoices and certificates are distributed to the appropriate districts.
- \* (5) Process incoming checks to be deposited into the loss fund and/or disseminated to appropriate parties for claims, premiums, fees, etc.

## **ADMINISTRATOR, RISK MANAGEMENT SERVICES (Continued)**

- \* (6) Prepare annual renewal information and apportion costs to the districts for premiums, state assessments, service fees, and operating budget; determine and apportion interest and loss fund surplus refunds to districts as well as collect annual district underwriting information for work-study, allied health, catastrophic student accident, cyber and other policies as required outside of the WC, GL, AL, and property coverages.
- \* (7) Ensure that aggregate loss fund information is accurate, update as needed, and provide annual data for the actuary, auditor, and fiscal agent.
- \* (8) Collect legal fees from districts where a deductible is required.
- \* (9) Prepare and disseminate settlement authority requests.
- \* (10) Monitor and control department operating and loss prevention budgets including purchasing for the program, processing travel, and payroll for the program employees; administer and maintain department loss fund as it relates to insurance premiums, claims, and service fees.
- \* (11) Conduct when requested forensic searches on social media sites related to problematic casualty claims.
- \* (12) Organize and manage annual conference and quarterly meetings, design packets and disseminate to the advisory committee members and support colleagues.
- \* (13) Prepare annual contracts for services providers as needed; Prepare annual contract attachments for districts.
- \* (14) Maintain information and act as a liaison for an online training platform provided by the insurance carrier for participating districts.
- \* (15) Request Certificates of Insurance and disseminate as appropriate.
- \* (16) Other duties as assigned by the Director, Risk Management Services.

### **Inter/Intra-Agency Communication and Delivery**

- \* (17) Answer the telephone courteously and professionally.
- \* (18) Distribute all incoming and outgoing mail.
- \* (19) Receive and route incoming calls.
- \* (20) Post notices of importance/interest.
- \* (21) Communicate effectively with co-workers, the public, and the administration.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Keep supervisor informed of potential problems or unusual events.

### **Employee Qualities/Responsibilities**

- \* (24) Complete assignments with little or no supervision.
- \* (25) Maintain a courteous and professional manner.
- \* (26) Maintain confidentiality.
- \* (27) Use positive, effective interpersonal communication skills.
- \* (28) Adhere to high standards of punctuality, regular attendance, and appropriate dress.
- \* (29) Participate in workshops and training to update skills.
- \* (30) Develop annual job goals relating to NEFEC and department areas of focus and goals.

### **System Support**

- \* (31) Prepare all required reports and maintain all appropriate records.
- \* (32) Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
- \* (33) Follow all Consortium policies and procedures.
- \* (34) Exhibit the interpersonal skills necessary as an effective team member.
- \* (35) Demonstrate support for the NEFEC strategic plan and its goals and priorities.

**ADMINISTRATOR, RISK MANAGEMENT SERVICES (Continued)**

\*(36) Adequately plan all program and organizational functions within reasonable timeframes.

\*(37) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

\*(38) Exhibit a positive and flexible attitude.

\*(39) Foster and develop a professional image.

\*(40) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.

\*(41) Exhibit compassion and humility.

\*(42) Promote a passion for learning and growing.

\*(43) Demonstrate initiative.

\*(44) Exhibit the ability to multitask and problem solve.

\*(45) Translate organizational purpose into observable behavior.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up-to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.

Compensation based on Pay Grade 18.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.