

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### DIRECTOR, RISK MANAGEMENT SERVICES

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- \* (1) Bachelor's Degree from an accredited college or university.
- \* (2) Valid Florida Driver's License.
- \* (3) Minimum of five (5) years experience in risk management / insurance.
- \* (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with an individual or group. Ability to communicate effectively both orally and in writing. Ability to manage funds. Ability to work independently with statistics, facilities, safety and / or data gathering. Ability to make judgments regarding claims, investments and selection of service providers. Knowledge of applicable laws, rules and policies. Extensive knowledge of self-insured program administration, reinsurance, etc.

#### REPORTS TO:

Executive Director

#### JOB GOAL

To facilitate the implementation and operation of the NEFEC Risk Management Program in participating districts.

#### SUPERVISES:

Coordinator, Risk Management  
 Senior Claims Representative, Risk Management  
 Claims Representative, Risk Management

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Coordinate insurance and claims services with participating Districts.
- \* (2) Supervise loss prevention services with participating Districts.
- \* (3) Coordinate litigation cases with the individual Districts.
- \* (4) Review, routinely, all financial reports and data analysis of the fiscal agent and servicing agency.
- \* (5) Audit, on a monthly basis, all claims activities.
- \* (6) Approve all expenditures of funds made through the fiscal agent in compliance with the approved budget.
- \* (7) Review the annual program audit with the fiscal agent and Executive Director, and submitting the audit report to the advisory committee.
- \* (8) Initiate action for renewal or replacement of services administration and insurance policy contracts. Contracts may be negotiated annually for adjustment in rates and values.
- \* (9) Provide assistance and/or in-service for Risk Management District Contact persons.
- \* (10) Review and approve claims of Fifty Thousand Dollars (\$50,000) and under.

**DIRECTOR, RISK MANAGEMENT SERVICES (Continued)****Inter/Intra-Agency Communication and Delivery**

- \* (11) Work cooperatively with the program supervisor to complete assigned responsibilities.
- \* (12) Work cooperatively with the fiscal agent in the investment of all funds.
- \* (13) Prepare a quarterly report of the program fund status for presentation to the advisory committee.
- \* (14) Submit negotiated renewal rates and values to the Advisory Committee at the quarterly meeting preceding the anniversary date of a contract or as far in advance of the anniversary date as possible.
- \* (15) Initiate and facilitate meetings of the advisory committee at least quarterly as often as needs dictate, prepare the agendas, send notification of meetings, and compile all necessary reports and recommendations.
- \* (16) Act as liaison between the servicing agency and individual Districts to protect the best interests of the Risk Management program.
- \* (17) Keep Executive Director informed of potential problems or unusual events.

**Professional Growth and Improvement**

- \* (18) Keep well-informed about current trends in areas of responsibility.
- \* (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (20) Facilitate the development, implementation and evaluation of staff development activities provided in the assigned areas.
- \* (21) Set high standards and expectations for self and others.
- \* (22) Develop annual job goals and objectives consistent with and in support of department goals and NEFEC's goals and areas of focus.
- \* (23) Maintain a network of peer contacts through professional organizations.
- \* (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \* (25) Prepare and recommend operating rules and procedures to the Executive Director.
- \* (26) Prepare the annual risk management operating budget for submission to the Executive Director.
- \* (27) Prepare the insurance and administrative service organization budget for submission to the Executive Director.
- \* (28) Initiate and prepare all documents necessary to obtain the assessments and other funds from the Consortium members to support the Risk Management program.
- \* (29) Prepare and submit documents for payment of contracts approved by the Board of Directors and the fiscal agent.
- \* (30) Prepare any revisions to operational procedures needed and submit them to the Executive Director.
- \* (31) Assist in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver the services available through NEFEC.
- \* (32) Serve as a consultant to staff members and to District, school or community personnel in assigned service areas.
- \* (33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (34) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (35) Consistently represent the Consortium in a positive and professional manner.
- \* (36) Adequately plan all program and organizational functions within reasonable timeframes.

**Leadership and Strategic Orientation**

- \* (37) Provide leadership and direction for the assigned areas of responsibility.

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

- \*(38) Provide leadership and guidance in the development of annual departmental goals and objectives.
- \*(39) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(40) Assist in implementing the NEFEC's goals and areas of focus.
- \*(41) Exercise proactive leadership in promoting the vision and mission of NEFEC.
- \*(42) Provide oversight and direction for cooperative planning with other agencies.
- \*(43) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(45) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(46) Exhibit a positive and flexible attitude.
- \*(47) Foster and develop a professional image.
- \*(48) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(49) Exhibit compassion and humility.
- \*(50) Promote a passion for learning and growing.
- \*(51) Demonstrate initiative.
- \*(52) Exhibit the ability to multitask and problem solve.
- \*(53) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(54) The use of the adopted performance appraisal systems for employees.
- \*(55) The accurate and timely filing of all applicable reports.
- \*(56) The completion of professional development activities as appropriate.

\*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.

Job Description Supplement 11

**TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.  
Compensation based on Pay Grade 3.

**EVALUATION:**

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