

# APPLICATION OF POSITION VACANCY

Putnam County Public Schools

200 Reid Street Palatka, Florida 32177

**APPLICATION DEADLINE:** Until Filled  
**POSITION TITLE:** Director, Risk Management Services  
**JOB LOCATION:** NEFEC  
**DATE OF VACANCY:** Immediately  
**JOB DESCRIPTION:** See Attached

**MINIMUM QUALIFICATIONS:** Bachelor's Degree from an accredited college or university; valid Florida Driver's license; Minimum of five (5) years experience in risk management / insurance; such alternatives to the above requirements as deemed appropriate by the Executive Director and NEFEC Board of Directors; satisfactory criminal background check and drug screening.

**PREFERRED QUALIFICATIONS:** Insurance industry professional designation such as ARM, CSRM, CRM, etc. Ability to work effectively with districts, agents, brokers, claim administrators, adjustors, claimants, contractors, attorneys and administrators. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. Pay Grade 3 – expected placement range \$88,530.00 - \$100,795.00

**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.

***\*\*ONLY SELECTED APPLICANTS WILL BE INTERVIEWED\*\****

***INTERVIEW TO BE SCHEDULED WITH:***

**RISK MANAGEMENT SELECTION COMMITTEE**

**VETERANS PREFERENCE AVAILABLE UPON REQUEST**

**HOW TO APPLY:** Complete a Putnam County District School Board online application.

**NOTE TO APPLICANT:** Applications will not be accepted after the application deadline.

**AFFIRMATIVE ACTION – EMPLOYMENT:** Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

**DISTRIBUTION:** Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, Suwannee, Union, P.K. Yonge Developmental Research School, FSDB.

7/29/20

**FOR CURRENT POSITIONS VISIT**

**<http://www.putnamschools.org>**

**EQUAL OPPORTUNITY EMPLOYER**