

Risk Manager – City of Chesapeake

1 Vacancies

\$60,544 – \$80,221 Yearly Salary (Depending on qualifications)

JOB DESCRIPTION

The **City of Chesapeake Finance Department** is currently accepting applications for **one (1)** full-time **Assistant Risk Manager** position.

Job Summary- Assistant Risk Manager (Position# 202278P)- City Hall Building

The purpose of this position is to assist the Risk Manager in the development of the overall City Risk Management Program that includes, insurance coverages, claim handling, occupational health & safety education and development along with workers' compensation.

Typical Tasks:

- Assists in the development, planning and administration of a comprehensive City-wide program for risk management.
- Assists with staff in performing risk analysis and makes recommendations or decisions in compliance with state and federal codes, regulations, and laws.
- Handles claims, primarily auto and general liability but could include Workers' compensation and either directly administer the claim or assists in its administration and negotiations; and respond professionally to complaints concerning claim outcomes.
- Assists staff with coverage, investigation, reporting, and documentation.
- Assists with the development and preparation of the annual departmental budget, expenditures, financial forms and reports.
- Assists and has direct responsibilities in setting up insurance claims, providing claim analysis in determining liability as well as subrogate for third party damages and set up payment for liability damages.
- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility.
- Keep current on state and federal codes, regulations, and laws governing area of responsibility including professional development that enhances the division's performance.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Assists in the development of a City wide Enterprise Risk Management program that will guide the City in addressing emerging risks and opportunities.
- Make field visits with corresponding staff to departments, City facilities, or work sites on an as-needed basis.
- Works with the City Safety Officer to enhance the Citywide safety program and make appropriate site visits and inspections.

Just in case you didn't know the City of Chesapeake has great benefits such as:

- Medical
- Prescription benefits
- Retirement
- Paid Time Off (PTO)
- Paid holidays
- Employee Assistance Program (EAP)
- Legal Resources,
- Wellness program and so much more!

REQUIRED QUALIFICATIONS

VOCATIONAL/EDUCATIONAL REQUIREMENT:

Requires any combination of education and experience equivalent to a bachelor's degree in industrial safety, business administration, or a closely related field.

EXPERIENCE REQUIREMENT:

In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.

SPECIAL CERTIFICATIONS AND LICENSES:

Requires a valid driver's license and a driving record in compliance with [City Driving Standards](#).

SPECIAL REQUIREMENTS:

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

PREFERRED QUALIFICATIONS

Familiarity with basic workers' compensation principles, practical experience with OSHA standards, fundamentals of insurance and claim handling.

Office computer skills, to include Office and database claims software, ability to interpret statistics, collect data, report writing and have effective oral communication skills.

Must possess good customer relations, the ability to mediate disputes, have excellent negotiation skills, and have the ability to create solutions for complex issues.

Job Open Date: 3/2/22

Job Close Date: Open until Filled

Applications may be submitted by visiting the Chesapeake's employment opportunities website at: <https://jobs.cityofchesapeake.net/postings/6437>