

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance

Dental Insurance

IMRF Retirement Benefits

Social Security Retirement Benefits

Vacation & Sick Leave

Credit Union

Deferred Compensation Plan

Group Life Insurance

Notice of Seeking Qualified Candidates for the Position of:

RISK MANAGER (Full-Time) ***Village Manager's Office***

Salary
Information:

The salary range for this position is \$107,477 - \$140,601. The annualized starting salary range is \$107,477 - \$118,494, depending on qualifications.

Brief Description
of Duties:

Looking for an exceptional, detail-oriented and pragmatic professional to manage and evaluate risk and claims programs for the Village and to control and minimize risk; Develops programs and policies in areas of risk / loss prevention, safety administration, coverage, and transfer of risk, reporting systems of asset losses, and property damage, casualty, liability and workers' compensation claims; Reviews and evaluates various financial reports, lease agreements, contractual agreements and other documents, making field inspections as appropriate, for the purpose of discovering new exposures to loss and implementing mitigation efforts, including risk transfer, as appropriate; Reviews all claims lodged with the Village and coordinates the claim handling procedures; Initiates appropriate investigations, directs and/or recommends actions to resolve claims, coordinates the insurance claims recovery program; Studies federal, state and county legislation and regulation concerning safety, insurance and risk exposure and recommends appropriate action to stay in compliance; Performs other work-related duties, as assigned; Incumbent is retiring after a 30-year career with the Village.

Required
Education,
Experience, and
Knowledge:

Bachelor's degree in Risk Management, Insurance, Finance, Accounting, Business or Public Administration, or related field; Four years' experience in risk management field, with two years' experience as actual manager of a program; Associate in Risk Management (ARM) and Certified Safety Professional (CSP) designations preferred; Prior experience with public sector claims, statutes, pension benefit programs, etc. preferred; Ability to foster and maintain positive and productive professional relationships with insurance carriers, legal counsel, claimants, and co-workers at all levels; Budget preparation and reporting systems reflecting experience and trends necessary; Demonstrated knowledge of the practices and principles of effective management, including the ability to plan and organize effectively and efficiently; Must exercise good judgement in all matters, possess sound decision-making skills, and be able to maintain confidentiality at the highest levels; Sound knowledge of basic Microsoft Office Suite applications required; Valid Driver's License required

Application
Process:

To be considered for this position, please submit a Letter of Interest and resumé, including three professional references, by June 2, 2023, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or by email to Human.Resources@skokie.org. The Village of Skokie is an **EOE**.

APPLICATION DEADLINE: Friday, June 2, 2023

Revised: May 2023

JOB IDENTIFICATION

Position Title:	RISK MANAGER
Salary Range:	B 270
FLSA:	Exempt
Department:	Manager's Office
Division:	Risk Management
Reports to:	Assistant Village Manager
Supervises:	None

JOB PURPOSE

Under general direction, this position is responsible for managing and evaluating risk and claims programs of the Village and making recommendations to control and minimize the risk. Evaluates the Village's exposure to loss. Develops programs and policies in areas of risk prevention, safety administration, coverage and transfer of risk, reporting systems of asset losses, and property damage, casualty, liability and workers' compensation claims.

ESSENTIAL JOB FUNCTIONS

- Surveys Village operations, properties and assets to identify and classify risks.
- Analyzes identifiable risks and potential liabilities and recommends the most cost-effective method of risk management.
- Evaluates the financial impact upon the Village of various risks, which cannot be eliminated and recommends the most efficient and cost-effective method of treating such risk.
- Reviews various financial reports, lease agreements, major contracts and other documents, making field inspections as appropriate, for the purpose of discovering new exposures to loss and implementing mitigation efforts, as appropriate.
- Evaluates contractual agreements that are entered into by or on behalf of the Village with emphasis on effective risk transfer.
- Administers the Village's self-insurance program, developing risk management policies

and writing policy and safety manuals, securing commercial insurance or other risk transfer, as appropriate.

- Reviews all claims lodged with the Village and coordinates the claim handling procedures. Initiates appropriate investigations, directs and/or recommends actions to resolve claims, coordinates the insurance claims recovery program.
- Develops and monitors claims reporting procedures, establishes and maintains risk management record keeping systems.
- Responsible for developing and directing comprehensive safety program and strategies for the Village.
- Coordinates risk management activities with all department safety committees, advising on loss trends, risk identification and methods to reduce exposure.
- Studies federal, state and county legislation and regulation concerning safety, insurance and risk exposure and recommends appropriate action to stay in compliance.

OTHER RESPONSIBILITIES

- Design training and orientation for safety/risk related issues for presentation to work force by operational departments.
- Advises departmental staff with regard to inquiries or identified safety/loss trends.
- Reviews safety brochures and announcements.
- Prepares and maintains all activity reports, as required.
- Performs other work-related duties as required or assigned by the Assistant Village Manager.

KNOWLEDGE / SKILLS / ABILITIES

- Strong organizational skills coupled with the ability to effectively coordinate and manage the activities of a multi-faceted risk program required.
- Ability to foster and maintain positive and productive professional relationships with insurance carriers, legal counsel, claimants, and co-workers at all levels.
- Budget preparation and reporting systems reflecting experience and trends necessary.
- Must be familiar with Microsoft Office Suite applications, including Excel, Word, and PowerPoint
- Ability to follow all safety rules and regulations of the Village.

EDUCATION / TRAINING / EXPERIENCE

- Bachelor's degree in Risk Management, Insurance, Finance, Accounting, Business or Public Administration, or related field.
- Four years experience in risk management field, with two years experience as actual manager of a program;
- Associate in Risk Management (ARM) and Certified Safety Professional (CSP) designations preferred;
- Prior experience with public sector claims, statutes, pension benefit programs, etc. preferred.

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid Driver's License

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The functions of this position are representative of "light work" with a frequent exertion of 10 pounds of force and a combination of frequent walking, standing and sedentary activity. The work is regularly in an indoor environment in a designated office area. The Manager frequently meets with staff, claimants or their agents away from the unit's administrative offices and their locale. The work environment is frequently disruptive due to the dissemination and receipt of information.