

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Director, Risk Management**

Reports to: Assistant Superintendent, Educational Support Services

### **POSITION SUMMARY**

Oversee the management of losses associated with property, liability, and workers' compensation through the enforcement of District policies and local, state, and federal laws and regulations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 10% Manage the development, implementation, and monitoring of the District's insurance program and vendor selection.
- D 5% Supervise and approve employment of Department employees, as well as other human resources functions, such as grievance handling, fitness for duty, performance evaluations, discipline, and terminations, of up to 6 professional, technical, and classified staff members.
- D 10% Oversee the environmental management program for the District. Serve as point of contact with local, state, and federal agencies, as well as District constituents and stakeholders, for the clarification and enforcement of safety and environmental standards set for public schools.
- D 5% Oversee the fitness for duty programs for commercial driver's license (CDL) drivers and all other employees of the District.
- W 10% Oversee the workers' compensation program, including the lost time and return to work program in compliance with family medical leave act and the Americans with Disabilities Act.
- M 15% Employ risk management practices to minimize exposure of the District, its Board or staff to claims of liability.
- M 5% Manage the development, implementation and monitoring of the District-wide safety program.
- M 10% Report, verbally and in writing, on safety and health program effectiveness to District Administrators, including recommendations for changes/updates.
- Q 10% Collaborate with District stakeholders for input toward planning and implementing Risk Management programs that align with BOE Goals & Executive Limitations, as well as business support operations.
- A 10% Prepare annual department budget, ensuring compliance with budgetary guidelines and District strategic plans, as well as reviewing on-going expenditures to ensure fiscal compliance.

- A 5% Develop and deliver department benchmarks as guidelines for implementing District strategic plans and Board of Education goals.
- D 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Master's Degree in Business or Public Administration, Environmental Sciences, or related field of study. An emphasis in finance is desired.

### **MINIMUM EXPERIENCE**

Seven years experience in Risk Management.  
Three year's experience in public school system's administration of safety programs.

### **SKILL REQUIREMENTS**

Computer applications skills; Microsoft Office  
Working knowledge of the current insurance market  
Advanced Accounting skills.  
Excellent problem solving, organizational, & analytical skills.  
Excellent verbal and written communication skills  
Working knowledge of OSHA, EPA, DOT regulatory requirements

### **GENERAL EXPECTATIONS**

Is flexible.  
Has the ability to work cooperatively with supervisors and co-workers.  
Has the ability to understand and follow complex oral and written instructions.  
Has the ability to perform responsibilities without the necessity of close supervision.  
Has the ability to effectively communicate with the school district community.  
Maintains a generally positive attitude.  
Observes all District policies and procedures.

### **LICENSES OR CERTIFICATION**

- ◆ Associate of Risk Management (ARM) or Certified Property Casualty Underwriter (CPCU) required
- ◆ Valid Colorado Driver's License

### **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Regular travel throughout 900 sq mi school district, requiring personal vehicle.

Occasional lifting of up to forty (40) pounds.

Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

**SUPERVISORY DUTIES - up to 8 Professional/Technical/Classified Staff**

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*