

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Risk Manager

Reports to: Risk Management Director; Educational Support Services

POSITION SUMMARY

Assist in 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

- W 30% Collaborates with District stakeholders on the development, implementation, and monitoring of District-wide safety & health programs, including on-site inspections for compliance with District policies and local, state, and federal laws and regulations.
- D 15% 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% Develop and monitor District-wide emergency response plan, providing training and support to school crisis teams.
- Q 10% Report, verbally and in writing, on safety and health program effectiveness to District Administrators, including recommendations for changes/updates.
- M 20% Assist in human resources activities, including interviewing/hiring, training, & mentoring.
- A 10% Assist in annual department budget review, 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.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Business, Environmental Sciences, or related field of study.

MINIMUM EXPERIENCE

Five years experience in public school system's administration of safety programs.

SKILL REQUIREMENTS

Computer applications skills.
Accounting skills.
Customer Service 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.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION - none

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular travel throughout 900 sq mi school district, requiring personal vehicle.
Occasional lifting five (5) to forty (40) pounds.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – None

WAGE SCHEDULE – Prof/Tech Range 2

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. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.