NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY

Pending Approval

Risk Manager

Admin

Nye County, NV

(At this time, applications will only be accepted through email, fax, or by scheduling an appointment)

Under the direction of the Assistant County Manager, plans and manages the activities of the County's risk management programs, including but not limited to auto and general liability claims against the county, property and liability insurance, safety and workers' compensation programs. Requires the exercise of initiative and independent judgment in the development of programs, provision of guidance to department managers throughout the organization. This position is also responsible for managing the County's self-insurance claims process and providing supervision for the Office of Risk Management.

Job Responsibilities:

- Manages the planning, development, implementation, administration, and coordination of the County's risk management and loss prevention programs; monitors and interprets changes in laws and regulations and makes recommendations to ensure County programs remain compliant.
- Develops operating policies and procedures related to safety, liability management and risk management; makes recommendations for implementation of policy to accomplish desired goals.
- Monitors the County's self-insurance fund and manages insurance programs such as liability, property, and specialty insurance policies to ensure effectiveness of brokers and/or claims administrators; compiles statistics and assesses liability through evaluation of claim loss statistics and trends; makes recommendations to improve programs, as necessary.
- Negotiates, reviews, and administers contracts for broker services, claims adjusters, and others as required for program administration and delivery of services, insurance requirements, and transference of risk; resolves sensitive and controversial issues; assists with the procurement of the County's liability, property and workers' compensation insurance coverage.
- Receives all property damage and bodily injury claims against the County; manages the collection and preservation of evidence related to a claim for use in insurance investigations or in case preparations for legal proceedings.
- Performs risk assessments and evaluations to identify and analyze current and potential risks to the County; analyzes the County's claims, loss and accident history and identifies methods to eliminate, minimize or indemnify risks or possible losses
- Serves as liaison and provides consultation with departments County-wide and outside agencies on matters related to contract management, risk management and loss prevention; creates and delivers presentations to departments County-wide and governing bodies, as necessary.
- Compiles risk management budget; monitors and controls expenditures. Allocates insurance and claims costs to County departments.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff; provides direction regarding work assignments and projects; and evaluates performances.
- Coordinates, facilitates and directs county-wide safety committee, accident review committee and other committees or task forces as needed to accomplish risk management goals.
- Performs other related duties as required.

Job Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree in risk management, public administration or closely related field and administering major department/division.
- Valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

Pay Rate: $30.21/ Hour

Benefits: Nye County offers an attractive benefits package including 100% County paid medical, dental, vision, and life insurance for the employee, paid sick and annual leave accrued monthly, Eleven (11) paid holidays, Nye County participates in the Public Employees Retirement System (PERS) and contributes 100% of the employee contribution.

Nye County requires a pre-employment drug screen through a designated facility employment is contingent upon successful completion of this process.

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not completely filled out **will not** be considered. Applications may be obtained and returned to the following NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2100 E. Walt Williams Drive, Suite 110, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer, applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 482-7244 with any questions. **Deadline: Feb. 26, 2021 @ 5:00 p.m.**