Job Description

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|---|---|---|---|
| **Job Title:** | Director of Risk Management | **Grade:** | N |
| **Department:** | Administrative Services | **FLSA:** | Exempt |

***The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.***

## General Function:

This position is responsible for identifying, evaluating, and analyzing risks inherent to the operations of the college. Incumbent will formulate, implement, administer, and evaluate risk management strategies to efficiently and cost-effectively manage those risks. This position is responsible for educating, advising, and counseling, faculty, staff and students to reduce or transfer risks. Incumbent must remain informed of the dynamic changes that occur within the college community and make the best risk mitigation method decisions based on the changes. Incumbent will participate in forums, risk management educational programs and other educational opportunities to stay abreast of emerging issues affecting higher education risks.

## Characteristics Duties and Responsibilities:

1. Coordinates risk management efforts between all areas of the college by creating a Risk Management Team to include but not limited to representatives from Emergency Management, Facilities Services, Environmental Health & Safety, Equal Opportunity Office, Human Resources, Security, College Senate, Student Government and College Learning Community.
2. Participates as a member of various established teams such as Safe College Team, Facilities Partners, Core Emergency Support Team, etc.
3. Works with the Procurement Department to bid and award insurance products; negotiates with the awarded vendor to assure the best price/coverage for the college for both new and existing vendors.
4. Works with the NC Association of Insurance Agents to Manage and pay premiums for state owned vehicles the college operates.
5. Enters into the college prep budget system the expected insurance budget; responsible for managing the Insurance Recovery Account and other county insurance accounts; creates requisitions for payment of insurance invoices.
6. Works with CPCC's Construction Department to purchase Builders Risk Insurance which is paid for by the construction project; adds buildings to the policy once a Certificate of Occupancy is received from the CPCC's Construction Department.
7. Complies with all college audits as they relate to risk management/insurance.
8. Completes the Risk Management Note in the Financial Statements.
9. Reviews the insurance section of college contracts; manages distribution of Certificates of Insurance to outside sources; keeps on file Certificates of Insurance provided to the college from outside vendors providing contractual services to the college; reviews Certificates of Insurance provided to the college for rental of facilities.
10. Works with Learning Unit to ensure proper coverage of new and expanding high risk programs of study or where contractual agreements are in place that require additional insurance coverage; communicates with the college community through Risk Management Team and the Insurance Website.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2013

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11. Presents to upper management the results of the negotiations of all products; keeps upper management informed of any insurance issues and needs for additional coverage.
12. Reviews security reports through system (ARMS) and forwards to the insurance company as soon as possible patterns observed in the reporting system; serves as first point of contact for insurance claims.
13. Verifies the compliance of recommendations provided to the college by CPCC's insurance carrier's loss specialist; sends the insurance carrier's loss specialist a confirmation letter regarding the status of the recommendations.
14. Responsible for Department of Motor Vehicles eligibility checks on all employees who drive college owned vehicles (both state and county).
15. Gathers information from Facilities Services or other college departments to complete the FEMA or other reports after an emergency.
16. Coordinates the College's business Continuity Program including the Continuation of Operations Plan (COOP) for College units.
17. Daily manages a diverse work force including hiring and termination employees.
18. Other duties as assigned.

## Reporting Relationships:

**Direction Received:** Reports to the Associate Vice President of Administrative Services
**Direction Given:** Direct supervision of assigned staff

## Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Risk Management, Business Administration or related field and 4 years' experience in Risk Management, Insurance, Business Continuity and supervision; a working knowledge of risks associated with the operation of a national broadcasting station

## Preferred Requirements:

Certified in one of more of the following:

Chartered Property Casualty Underwriter (CPCU)
Associate in Risk Management (ARM)
Certified Risk Manager (CRM)
Certifications in Disaster Recovery and Business Continuity

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## Knowledge, Skills, Abilities, and Worker Characteristics:

Demonstrated leadership and management abilities in a complex higher education environment

Commitment to customer service

Excellent relationship building skills with different departments, locations, and employees within the college

Ability to interface with public and governmental agencies

Excellent oral and written communication skills

Proven success in staff development

Ability to manage a diverse work force

## Working Conditions:

Typical Office Environment

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