

Risk Manager

The Risk Manager is responsible for supporting the management of the district's overall exposure to liability, claims, and financial loss. This individual works closely with insurance consultants, BOCES Risk Management, District staff and department heads to audit associated policies and practices. Also has responsibility to work with insurance consultants to realize cost savings associated with premiums through other providers, plans, etc. They will work closely with the Divisions of Finance and Human Resources.

Reports to: Superintendent of Schools

Responsibilities:

- Management of claims and loss control activities
- Management of relationships with third party service providers including brokers, insurers, etc.
- Prepare loss analysis and forecasts
- Observe and assess internal operations to identify exposures and recommend solutions to mitigate risk
- Implement approved programs including health and safety measures
- Promote loss preventions
- Update and monitor compliance with insurance procedures
- Develop policies to reduce and control risk and liabilities
- Help conduct an assessment of the district's insurance coverage in all categories and make recommended changes as appropriate to realize cost savings, etc.
- Conduct compliance and policy audits
- Maintain records of insurance policies and claims
- Investigate validity of claims including the site and conditions reported
- May be required to report to accident locations
- Formulates policy and recommends and presents policies to the Board of Education for modifications.

Qualifications:

- Master's degree in Business, Finance, Management or related area.
- Must possess strong analytical and problem-solving skills
- Ability to manage and analyze large data sets
- Excellent organizational and communication skills
- Thorough understanding of policies and best practices in risk management
- Must have experience in the insurance industry
- At least one year of related experience