



MOBILE COUNTY COMMISSION

Mobile, Alabama

is recruiting potential applicants for the position of:

RISK MANAGER

Salary Range: \$49,409 - \$78,987

HIRE RATE: \$49,409 - \$61,705 (depending on qualifications)*

*In accordance with Personnel Board Rule 5.2 (A), at the discretion of the Appointing Authority, an applicant may be appointed up to the mid-range of the pay plan for professional and technical classifications.

Description: The Risk Manager performs administrative and technical work in formulating and directing a comprehensive risk management program for the Mobile County Commission.

Minimum Qualification Requirements: Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration or closely related field, preferably supplemented by certification as an Associate in Risk Management-Public Entity (ARM-P) or Certified Risk Manager, and a minimum of five years experience in the development and administration of risk management programs, to include safety, workers' compensation and other related risk management insurance fields; or a combination of education and experience equivalent to these requirements.

General Responsibilities

- Administering the County's property/casualty and workers' compensation insurance programs
- Administering the claims process for workers' compensation, general liability, auto liability, and property losses
- Presiding over vehicle accident hearings
- Assisting attorneys and third party administrators with the settlement of workers' compensation and other liability claims and lawsuits.
- The person in this position is responsible for the County's safety program as it relates to the workers' compensation program which includes the following:
 - Designated as County's Safety Coordinator
 - Overseeing the Safety Committee
 - Ensuring criteria are met for the workers' compensation safety incentive discount program
 - Developing and evaluating loss prevention and safety programs
 - Providing loss prevention guidance, identifying negative loss trends, recommending corrective actions and following up on recommendations
- Managing leases and contracts for various properties and services
- Developing policies, procedures and organizational objectives for the Risk Management program.
- Preparing oral or written reports as required
- Supervising and assigning work to subordinate employees
- Establishing good working relationships with the departments and private agencies offering assistance

(See detailed job specifications at www.personnelboard.org)

Benefits

Benefits include **Subsistence Allowance currently \$10/day for each *full day worked* (approximately \$2,400/year)**, 10 days annual vacation with accumulation to 35 days (the number of days earned increases based on years in the Merit System, with a maximum of 25 days per year for 25 or more years of service), 10 days paid annual sick leave with no limit on accumulation, retirement through Retirement Systems of Alabama, 14 holidays per year (may vary by year), medical/dental insurance, life insurance, employee credit union, opportunities for continuing education and self-development through formalized academic programs and internal training programs.

About Mobile County, Alabama

Mobile County is located in southwest Alabama and has an approximate population of 415,000. With an annual average temperature of 67°, Mobile is home to various industries with significant economic and global impact, and we are in close proximity to Gulf Coast beaches. For more information about Mobile County, the City of Mobile, and the surrounding area, visit www.mobilecountyal.gov, www.mobile.org and www.mobilechamber.com

How to Apply

Applications are accepted through the [Mobile County Personnel Board](#) utilizing an online application process. Visit the Mobile County Personnel Board website at www.personnelboard.org and select the Employment tab to view the list of job postings. On the job posting for Risk Manager, select the “Apply” link to create a JobOpps account and apply for the position. Applications, once submitted, are final; therefore, all documentation to be considered (college transcripts, certifications, licenses, etc.) must be attached to the application at the time of submission. [College Transcript Information](#) may be found on the left side of the Job Opportunities page.

Applications for this job posting will be accepted by the [Mobile County Personnel Board](#) until October 17, 2016 (11:59 p.m.).

For more information about the Mobile County Commission, visit www.mobilecountyal.gov.