



JOB CODE: Admin/RM02

Job Description

Job Title: Risk Manager
FLSA Status: Exempt
Grade: N/A
Department: Administration
Reports to: Vice President of Administrative Services/CFO

Job Summary

Under the direction of the Vice President of Administrative Services/CFO responsible for District-wide planning, organizing, coordinating, and managing of a comprehensive risk management program designed to protect the College from exposure to risk that could have adverse consequences to college operations. This position will manage several aspects of risk for Gillette Community College District including, but not limited to, insurance claims, safety issues, emergency response, and Clery Compliance and Reporting.

Essential Duties and Responsibilities

- Responsible for managing all insurance and safety issues that may expose the district to litigation or insurance claims, including and not limited to identifying, evaluating, controlling, and minimizing the district's exposure to loss or damage to physical assets, fidelity losses, and losses arising out of liability claims.
- Manages all automobile liability, fire, and property damage claims, including communications with attorneys, claims reviews, investigations, and negotiations of settlements in conjunction with the executive team.
- Plans and coordinates functions and activities of the district-wide safety plan, emergency and crisis response plan, and provides 24/7 on-call response/assistance.
- Compiles and analyzes data to develop and recommend policies and procedures regarding the District's property and liability insurance program.
- Acts as a liaison with insurance adjusters, legal counsel, and underwriters in coordinating all insurance matters.
- Represents the District at meetings with representatives from a variety of public agencies, insurance companies, and risk services firms.
- Serves on a variety of risk management committees and interprets and applies federal and state laws, board policies, and rules and regulations.
- Responsible for responding to and resolving difficult and sensitive employee, parent, and citizen safety complaints or concerns.
- Coordination of the employee safety program and participate in the inspections and reviews of the operations and facilities for risk management provisions and recommend appropriate corrective actions.
- Assures compliance with laws relating to safety, industrial health, environmental protections, hazard control, and loss prevention programs.
- Maintains and reports all necessary reports in relation to OSHA, citizen claims, student claims, and employee claims according to the rules and regulations.
- Reviews, analyzes, and evaluates district safety plans and recommends improvement.
- Responsible for coordinating campus emergency preparedness, incident response, and emergency communications.

- Leads, educates, informs, and motivates campus constituents in emergency planning and strategies.
- Develops and implements emergency plans to prepare and respond to emergencies.
- Makes recommendations for campus closures during weather or other emergency situations.
- Maintain close relationships with first responders, local law enforcement, staff, and faculty.
- Collaborate with various offices at the college to ensure the institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.
- Serves as the institution's designated "Campus Safety Survey Administrator" and coordinating the Clery Act compliance program.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required by the Position

- Risk management and loss control principles and practices.
- Applying applicable college, federal, State, and local laws, rules, and regulations.
- Environmental hazard identification methods.
- Developing and managing risk management programs.
- Developing risk management and loss control techniques.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to supervisor.
- Knowledge of principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection, employees' safety, etc.
- Preparing and maintaining records.
- Preparing reports
- Strong critical thinking and problem-solving skills.
- Analyzing statistical and financial relationships in data
- Ability to maintain confidentiality.
- Ability to multi-task and manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact, and work effectively with all people including those from diverse ethnic and educational backgrounds.
- Utilizing computer technology used for communication, data gathering and reporting.
- Communicating effectively through oral and written mediums.

Working Conditions/Physical Requirements

- Prolonged periods of sitting or standing at a desk.
- Outdoors structures in various weather conditions.
- Travel may be required for work-related activities.
- On call and responsive to emergency situations.
- May be required to lift objects in excess of 50 lbs.

Minimum Qualifications

- Bachelor's degree from an accredited college or university and three (3) years of experience related to the above described duties.
- Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Equal Opportunity and Affirmative Action Employer

HOW TO APPLY: Visit www.GilletteCollege.org or email DSanders@gillettecollege.org

Must submit a cover letter, resume, and Gillette College Application.

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Janell Oberlander, President, 300 W Sinclair Drive, Gillette, WY 82718, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.
