

**JOB TITLE:**                           **CONTRACT AND RISK MANAGER**

**REPORTS TO:**                        Superintendent

**POSITION PURPOSE:**

Coordinate and provide technical assistance to Agency staff in meeting established goals of the Agency. Oversee the Agency's Contracts & Risk Management program. Provide overall program management, including training, internal auditing, management of insurance policies, administration of claims, implementation and development of program strategies and risk management plans.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the Supervisor of this position.

**ESSENTIAL LEADERSHIP QUALITIES:**

1. Trust: Develop trust among co-workers through honesty and fairness
2. Communication: Communicate in an inclusive and collaborative manner
3. Vision: Lead with vision and follow-through
4. Personal Qualities: Be respectful, caring and courageous
5. Management Style: Be visible, humble and a team player
6. Agency-Wide Perspective: Be involved in, and supportive of continuous overall improvement of District

**ESSENTIAL JOB FUNCTIONS**

1. Train, advise and consult with Agency staff on matters involving the contracting processes specified by State Law and Board Policy.
2. Advise and consult with Agency staff on property, crime, automobile, boiler and machinery, inland marine, liability, workers' compensation, and other insurance matters.
3. Assist Agency staff in identifying, assessing, and planning for loss exposures, as well as assisting in the implementation and monitoring of plans to mitigate loss exposures and liabilities.
4. Attend committee meetings and advisory groups as counsel for district's risk management.
5. Conduct regular internal audits, including contracts, policies, documentation, processes and procedures.
6. Report to MESD Board on matters of contract compliance with State law and Board Policy.
7. Develop and implement risk management and incident investigation and response.
8. Monitor risk management trends and develop preventive and responsive programs.
9. Develop Agency-wide benchmarks for improvement, and conduct needs assessments.
10. Oversee Agency-wide accountability structure for risk management activities.
11. Maintain satisfactory attendance record.
12. Use personal safety techniques to avoid exposure and injury to self, students and other staff.

**OTHER JOB FUNCTIONS:**

1. Act as liaison and coordinate activities with auditors, consultants and staff.
2. Coordinate risk management activities with insurers, vendors, consultants, claimants and staff.

3. Perform committee assignments and special project responsibilities
4. Perform other job-related duties as assigned.

**WORKING CONDITIONS:**

Work is primarily performed, but not limited to, an office environment that includes regular exposure to a computer screen and keyboarding tasks. May include attendance at evening and weekend meetings including in-district and out-of-district travel. May also include driving personal vehicle on district business.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent working knowledge of public contracting law, requirements, processes and procedures.
- Basic knowledge of Risk Assessment, Risk Control and Risk Management for Public Entities.
- Basic knowledge of accounting and insurance.
- Ability to plan, prepare, and implement training for staff.
- Ability to operate standard office equipment such as a personal computer, multi-line telephone, calculator, fax machine and photocopier.
- Ability to use desktop and laptop computer, software and projection equipment.
- Advanced skills in the use of spreadsheets, databases and word processing programs.
- Ability to analyze and interpret financial data and contracts, and develop recommendations to improve routines and procedures.
- Ability to compile and tabulate complex statistical data and prepare accurate reports and summaries.
- Ability to use excellent verbal and written communication skills in presentations to Board, staff, vendors, consultants and the public.
- Ability to work independently with minimal supervision and prioritize and handle multiple assignments simultaneously.
- Valid driver's license and a vehicle for on the job use.

**EDUCATION & EXPERIENCE:**

- Hold a bachelor's degree in Business, Accounting, Public Administration or equivalent.
- State or National certification in Public Contracting, Purchasing, Accounting, Human Resources or Risk Management, or the ability to obtain Certification within two years of hire.
- 2 Years experience with Public Contracting and Risk Management, including, but not limited to:
  - public purchasing;
  - public accounting;
  - human resources management;
  - insurance management; or,
  - any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.