



Kansas County Association Multiline Pool Risk Control Manager

Position Overview:

Under the supervision of the Administrator/CEO, the Risk Control Manager plans, organizes, directs, supervises and coordinates the KCAMP Risk Control Program. The Risk Control Program is designed to assist KCAMP members in identifying and measuring property, liability and crime risks associated with their operations, and developing risk mitigation techniques to reduce the frequency and severity of losses. The position is based in the Topeka office, but will require travel throughout the State of Kansas.

Essential Duties Include:

- Conduct onsite assessments to identify and measure risks associated with member operations.
- Review member policies and procedures for compliance with applicable statutes, rules and regulations.
- Review member contracts to advise counties on proper risk transfer techniques.
- Investigate claims to identify root causes and follow up with counties to ensure risk mitigation measures are implemented.
- Generate loss analysis reports to identify loss trends.
- Provide written recommendations to KCAMP members for mitigating risk and monitor member implementation of recommendations.
- Develop other written materials including letters, policies and procedures, manuals, and newsletter articles.
- Develop and implement on-site and webinar training programs.
- Provide direction to, and as needed, attend the meetings of, member safety committees.
- Provide prompt and courteous response to member risk management inquiries and questions concerning KCAMP's coverages and services.
- Research and stay abreast of applicable risk management, legal and regulatory standards impacting KCAMP member operations.
- Develop new risk management programs to assist members in reducing losses.
- Establish annual risk control program objectives and develop metrics for evaluating the effectiveness of the program.
- Support the KCAMP Administrator by providing reports, conducting research, performing loss analysis and other duties as requested.

Essential Skills Include:

- Thorough understanding of risk management principles, including contractual risk transfer
- Outstanding verbal and writing skills.

- Ability to effectively communicate with elected officials, department heads, and member personnel.
- Ability to read, analyze and interpret policies, procedures, statutes, rules and regulations.
- Ability to work with risk management information systems to extract critical data.
- Ability to prepare professional correspondence, reports, manuals and presentations with limited oversight/supervision.
- Proficient in the use of MS Office, including MS Word, MS Excel and MS Powerpoint.
- Ability to present training workshops to persons at all levels of local government.
- Commitment to staying abreast of developments in risk management standards and industry best practices.
- Excellent time management skills with demonstrated ability to manage multiple projects/deadlines.

Required Experience:

- Minimum three years' risk management experience, or a combination of claims and risk management experience, preferably in the public entity context.
- Demonstrated knowledge of public works, law enforcement and utilities operations preferred.

Required Education and Licensing:

- Certifications in safety or risk management preferred.
- Bachelor's degree preferred.
- Ability to obtain and maintain valid Kansas Driver's License.
- Ability to obtain and maintain Kansas property and liability insurance agent's license.

Work Conditions:

- Prolonged sitting in office environment working with office equipment.
- Prolonged standing while presenting training workshops.
- Driving for long periods to meet with members, as well as overnight hotel stays.
- Lifting and/or moving up to 45 pounds periodically.
- Occasional work around heavy equipment.

Application Procedure:

Qualified and interested candidates should submit their cover letter and resume via U.S. Mail to KCAMP, Attn: David Luke, 5425 SW 7th Street, Topeka, KS 66606, or via email to davidluke@kcamp.org.