IRVINE RANCH WATER DISTRICT invites applications for the position of:

Manager of Risk & Contracts Administration

SALARY: $9,011.00 - $12,723.00 Monthly
OPENING DATE: 08/12/21
CLOSING DATE: Continuous
GENERAL DESCRIPTION:
This position is open until filled with a first applications review date of September 1, 2021.

Are you detail oriented, keen on mitigating risk, and consider yourself a fiduciary steward to those you represent? If so, Irvine Ranch Water District is accepting applications for a Manager of Risk and Contracts Administration who under general direction will, administer programs and processes to mitigate and finance risk and loss through insurance, indemnification, and minimizing property damage. The incumbent will ensure District compliance with Federal and State regulations related to risk management and contracts/agreements.

SUMMARY OF DUTIES:
• Oversee and administer insurance programs and audits. Primarily responsible for directing the purchase renewal and maintenance of general liability, property, crime, fiduciary, pollution, cyber and other insurance programs for the District.
• Conduct periodic risk analysis and assign insurance requirements for contractors and vendors to ensure adequate risk transfer to protect the District from liability.
• Investigate and respond to claims against the District, including property, general liability, auto and personal injury; assign cases and claims to appropriate legal counsel.
when required; provide legal/court documents as required; process applicable claims payments efficiently; represent the District in insurance/claim settlement matters.

- Recover damages on behalf of the District; file claims with insurance companies and against individuals; prepare cases for small claims court; perform damage and liability assessments.
- Respond to District-related incidents when appropriate; establish contact with affected parties, coordinate required customer repairs with third-party administrator(s) and restoration companies when required.
- Evaluate, develop and manage key professional relationships with District insurance providers, brokers, attorneys, third-party administrators, restoration providers and other professionals.
- Prepare and present regular risk management status reports to update District management, Board of Directors and associated committees and commissions on active and resolved claims issues.
- Administer District contract requirements. Manage the District's professional services contracts evaluation and processing responsibilities in consultation with District general counsel. Manage, evaluate and prepare certain District contracts, lease agreements, use permits and other agreements; insure that required indemnifications are maintained for all District non-vendor agreements.
- Perform other duties of a similar nature or level as required.
- Comply with District safety work-related practices and attend relevant safety training.

QUALIFICATIONS:

Education:
- A combination of education and experience equivalent to a bachelor’s degree in business, public administration, risk and insurance management, finance or a closely related field is required. For degrees obtained outside of the U.S., an official equivalency evaluation is required.

Experience:
- Five years increasing responsible experience in risk and contracts management is required, preferably in a public sector environment.
- Supervisory experience highly desired.

License/Certifications Required
- Valid Class ‘C’ California Driver’s License is required.
- Associate in Risk Management (ARM) Certification is desired.

ADDITIONAL INFORMATION:
How to Apply: Click here to submit an online job application.

For a complete job description, click here.
Manager of Risk & Contracts Administration Supplemental Questionnaire

* 1. What is your highest level of education?
   - [ ] Did not graduate from high school or receive GED
   - [ ] High school graduation or equivalent
   - [ ] Some college
   - [ ] Associates Degree
   - [ ] Bachelors Degree
   - [ ] Masters Degree

* 2. Which area of expertise is your degree in?

* 3. How many years of increasing responsible experience do you have in risk and contracts management?
   - [ ] Less than one year
   - [ ] 1 to less than 3 years experience
   - [ ] 3 to less than 5 years experience
   - [ ] 5 to less than 7 years experience
   - [ ] 7 to less than 9 years experience
   - [ ] 9 to less than 11 years experience
   - [ ] 11 to less than 13 years experience
   - [ ] 13+ years experience

* 4. How many years of supervisory experience do you have?
   - [ ] Less than one year
   - [ ] 1 to less than 3 years experience
   - [ ] 3 to less than 5 years experience
   - [ ] 5 to less than 7 years experience
   - [ ] 7 to less than 9 years experience
   - [ ] 9+ years experience

* 5. Please describe a risk management program you have developed and implemented.

* 6. Do you have experience working in the Public Sector?
☐ Yes
☐ No

* 7. Do you have a valid Class C Drivers’ License?
   ☐ Yes
   ☐ No

* 8. Please list any Risk Management certification(s) you hold. If none, type N/A.

* Required Question