

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Human Resources/Risk Management

Position: Risk Manager
Salary Range: \$5,238 - \$7,714 per month Starting Salary: DOE, DOQ
Location: Human Resources/Risk Management Office
Employment Type: Full time (40 hours/week); FLSA Exempt; Benefits Apply

Open Until Filled

Brief Duties and Responsibilities: Responsible for the development, implementation and administration of sound risk management practices and the county's risk, safety, and loss control programs to eliminate and/or reduce risk of loss caused by exposure to property, liability, and personnel issues. Familiarity with property and liability insurance coverage and claims management are also responsibilities attached to this position. Represents the County as Risk Manager and Claims Administrator as required by the Washington Counties Risk Pool (WCRP) or other insurers. See the job description for the complete list of essential functions.

Working Environment/Abilities: Work is primarily performed in the office but may occasionally require work to be performed in the field and may require travel in varying weather conditions. Physical abilities required for this position are ones typically related to office operations including but not limited to manual dexterity and visual acuity to operate computers and other office equipment, ability to sit for extended periods of time, accessing filing cabinets both on and off site, and sufficient hearing and speech ability to communicate. Must be able to lift up to twenty (20) pounds. Requires travel three (3) times per year to attend Risk Pool conferences and occasional site visits to county facilities. Employee is frequently required to perform work in confidence and under pressure for deadlines and is required to maintain professional composure and tact, patience, and courtesy at all times.

Minimum Qualifications: Bachelor's degree in risk management or a related discipline and three (3) years of progressively responsible experience in risk management OR any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and abilities required to perform the risk management responsibilities. Experience in evaluating liability, analyzing claims and/or risk management. Demonstrated ability in facilitating/conducting related training programs. First Aid and CPR card desirable, Risk Management Public Entity (RMPE) certification desirable and must meet risk manager certifications required by the Washington Counties Risk Pool within the allotted time.

Application: Walla Walla County application, resume and cover letter required. Visit our website at www.co.walla-walla.wa.us for job description and to apply online. Human Resources Office (509)524-2600 or email hr@co.walla-walla.wa.us.

SELECTION BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT