

Introduced by: Mayor  
Date: Dec. 17, 1985  
Vote: 13 Yes, 3 No  
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 85-205

APPROVING THE JOB DESCRIPTION FOR RISK MANAGER.

WHEREAS, the assembly has authorized the establishment of the position of Risk Manager in the Finance Department; and

WHEREAS, assembly approval of the job description is required; and

WHEREAS, the Kenai Peninsula Borough Employees' Association has agreed that the position will not be a part of its collective bargaining unit;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the Risk Manager job description is established as follows:

Service Type: Administrative

Definition: Under the general direction and supervision of the Kenai Peninsula Borough Finance Director, the Risk Manager administers the property, casualty, and claims functions for the Kenai Peninsula Borough including service areas and the school district.

Minimum Qualifications: Qualifications for this position include a bachelor's degree in a related field and five (5) years experience (including at least three (3) in a supervisory capacity) working in a corporate/institutional risk management/insurance procurement operation; or ten (10) years experience (including at least five (5) in a supervisory capacity) in a corporate/institutional risk management/insurance procurement operation. General insurance or brokerage experience in an advisory capacity dealing with substantial size business firms and/or governmental accounts may be substituted for the above experience requirements on a two years for one basis. Charter Property Casualty Underwriter, Associate in Risk Management, or similar professional certificates are desirable. Applicants currently residing within the Kenai Peninsula Borough will be granted precedence when all other qualifications are equal.

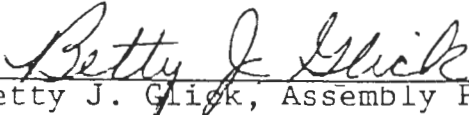
Responsibilities:

1. Administers a comprehensive self-insurance program which includes general liability, professional liability, auto liability, and worker's compensation.


2. Administers a comprehensive property insurance program.
3. Administers a borough-wide safety and loss control program.
4. Counsels borough staff on all insurance related matters, including contract wording, construction specifications and state legislation.
5. Any additional duties that may occur as a result of the Finance Department work load and/or assigned by the Finance Director.

Section 2. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON  
THIS 17th DAY OF December, 1985.

  
Betty J. Glick, Assembly President

ATTEST:

  
Borough Clerk