CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

ASSISTANT RISK MANAGER
LIABILITY ADMINISTRATION & INSURANCE PROCUREMENT

The City of San Antonio Human Resources Department is recruiting for an Assistant Risk Manager who reports to the Risk and Safety Manager and is responsible for managing and directing the City's liability and insurance procurement program. The Assistant Risk Manager works closely with other city department representatives, the City's third party administrator, the City Manager's Office, and the City Attorney's Office, and exercises direct supervision over risk professional, technical and administrative staff.

Essential job functions include, but are not limited to, the following: acts in the capacity of Risk & Safety Manager in his/her absence, including all related responsibilities; assists Risk & Safety Manager in managing the City's liability and insurance procurement programs, to include directing, training, monitoring and assigning staff work; identifying and managing implementation of program goals, objectives, policies, and priorities; researching and developing effective educational programs and presentations; responding to and resolving difficult and sensitive inquiries and complaints from citizens and employees; developing appropriate performance measures to monitor and evaluate program effectiveness and effect changes required for improvement; developing and maintaining productive work relationship with City staff, external Third Party Administrator (TPA) and City Attorney's Office; reviewing, analyzing and making recommendations to management regarding settlement recommendations from the TPA and City Attorney's Office; obtaining vendor services, including coordination of request for proposals, selection process, and presentation to management and City Council for approval; directing and overseeing the subrogration program; providing consultative services to departments regarding risk management programs; managing City's insurance placement function (property and casualty policies); working closely with broker of record in assisting departments to assess risk of City operations and the need for insurance policies; monitoring government regulations, developments and trends as they relate to the City's liability and insurance procurement programs; and developing and managing assigned annual budget, including preparation of annual cost analysis of assigned programs and future cost projections.

The ideal candidate should be results-oriented; possess the ability to think creatively and exercise independent judgment; have attentiveness to detail and strong management skills. In addition, candidates should have organizational and multi-tasking skills and strong communication and presentation skills. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with preferable coursework in Public or Business Administration, Risk Management, or a related field; four (4) years in managing risk management programs; a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations.

Salary ranges from $46,332 to $69,504, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments), and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays – *Monday, May 29, 2006 is a city holiday*) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio; or e-mailed to saexecsearch@sanantonio.gov. **Open until filled.**

For additional information, contact Rita Aguilar at (210) 207-7290.