

RISK/PURCHASING MANAGER

FUNCTION OF THE JOB

Under direction, to serve as the head of the Risk/Purchasing Division of the Department of Administration; to plan, develop, implement, manage, and direct the County's comprehensive risk management and centralized purchasing programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops, implements, and administers comprehensive policies, procedures, objectives, and standards for a variety of risk management and purchasing programs and provides advice, assistance, and recommendations to departments, Committees, County Board, and County Executive in these areas.
2. Directs and administers comprehensive countywide risk management programs for liability, claims, loss control, safety and health, security, insurance and self-insurance.
3. Directs and administers the County's claims management programs including determining coverage, liability and damages; litigation management; and providing direction and settlement authorization for contested claims.
4. Directs and administers all employee safety and health, loss control and security programs including loss analysis; safety inspections and audits; research and analysis of state and federal laws and regulations; and development and implementation of employee education and training programs.
5. Directs and administers self-insurance and purchased insurance programs for property and casualty risks.
6. Directs and administers comprehensive countywide centralized purchasing program including commodities, E-commerce and contracted services.
7. Directs countywide request for proposal process and the procurement and contract administration for the purchase of commodities and services including negotiation of contract terms, drafting of contract documents, resolution of disputes; identification and mitigation of procurement or contract risks; approval of insurance certificates.
8. Monitors the direct buy process for capital building and remodeling projects.
9. Directs and administers the countywide process for disposal of fixed assets.
10. Directs market research and analysis to determine effective purchasing strategies.
11. Determines and directs the County's participation in joint cooperative purchasing efforts with other government agencies.
12. Directs the analysis and maintenance of statistical, financial, and control records.
13. Develops, implements, manages and monitors the Risk/Purchasing Division budget, risk-related non-departmental budgets, risk management insurance allocations for all County departments and Risk/Purchasing Division strategic plans.
14. Selects, assigns, supervises, and evaluates staff, and handles any personnel problems of staff.
15. Appears before and makes presentations to the County Board and County Board Committees; and represents the department at meetings, boards, committees, and associations with authority to make commitments regarding assigned programs.
16. Represents the County in the Wisconsin Municipal Mutual Insurance Company, and provides direction, input, and advice regarding management and operation of the company.
17. Establishes and maintains effective working relationships with staff, elected officials, other County departments, vendors, government agencies, the media, and the public.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of insurance and financial management principles and practices for all lines of coverage including self-insurance, excess insurance, insurance pooling, underwriting, and actuarial analysis.
2. Thorough knowledge of property, casualty, liability, and workers compensation claims management principles and practices.
3. Thorough knowledge of safety and health, loss prevention and security management principles, practices and regulations especially related to government entities.
4. Thorough knowledge of the principles and practices of large-volume, competitive purchasing.
5. Thorough knowledge of the laws, rules, and regulations pertaining to government purchasing such as the Uniform Commercial Code, Model Procurement Code, and contract law.
6. Thorough knowledge of the principles and techniques of cost-benefit analysis.
7. Comprehensive knowledge of modern administrative, managerial, and supervisory principles and practices.
8. Considerable knowledge of contract law, municipal law, and tort law.
9. Considerable knowledge of the principles, practices and techniques of negotiating and conflict resolution.
10. Considerable knowledge of computerized department program software, automated procurement systems, internet access, and database, spreadsheet, and word processing programs.
11. Ability to plan, develop, implement, integrate, direct, and evaluate programs.
12. Ability to plan, organize, and prioritize multiple work assignments and projects.
13. Ability to coordinate, supervise, and evaluate the activities of staff.
14. Ability to develop and administer policies and procedures.
15. Ability to research and analyze complex information; organize data; evaluate alternatives; and make appropriate recommendations.
16. Ability to communicate effectively both verbally and in writing; with groups or on a one-to-one basis; and in confrontational or high-profile situations.
17. Ability to establish and maintain effective working relationships with staff, elected officials, other County departments, vendors, government agencies, the media, and the public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
19. Ability to prepare and maintain accurate and complete records and reports.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in risk management; business or public administration; or a directly related field.
2. Five years of progressively responsible work experience in risk management administration or insurance administration on an organization wide basis, or purchasing in a large volume purchasing operation.
3. A master's degree from a recognized college or university in an area listed above may be substituted for one year of the work experience requirement.
4. One or more of the following certifications are desirable:
 - a. CPCU – Chartered Property Casualty Underwriter
 - b. ARM – Associate in Risk Management
 - c. ALCM – Associate in Loss Control Management
 - d. AIC – Associate in Claims
 - e. CPPB – Certified Professional Public Buyer