
Auburn University Job Description

Job Title: **Asst Dir, Risk Mgmt & Safety**

Job Family: No Family

Job Code: **EE13**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Assists in the direction of University Risk Management, Fire Safety, and Loss Control programs.

Essential Functions

1. Develops and implements policies and procedures relating to the Risk Management, Fire Safety, and Loss Control programs to include training.
2. Identifies and analyzes risk exposure in order to procure appropriate and cost effective insurance to protect the assets of the University.
3. Assists in developing and implementing programs designed to minimize or eliminate hazardous or potentially hazardous conditions.
4. Oversees testing and certification of all fire safety systems and equipment in University facilities.
5. Coordinates University risk and insurance related programs such as the On-the-Job-Injury program and Third Party Administrator to include (but not limited to) investigating accidents/incidents, determining compensable claims and University liability, coordinating settlements, and referring claims to appropriate agency.
6. Assists in the direction of the monitoring, inspection, and preventative/corrective action programs to assess compliance with federal, state, local, and University policies and procedures related to safety and loss control.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Insurance, Risk Management or related field.
Experience (yrs.)	8	Experience in risk management program administration.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of risk management and insurance principles and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011
