

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Contracts and Risk Manager

Department: Administrative Services

Location: District Office

Date: Feb 11, 2015

POSITION PURPOSE

Under the general direction of the Executive Director of Fiscal Services or assigned administrator, the Contracts and Risk Manager is responsible for organizing, coordinating, and assisting the Director with negotiating contracts and risk management programs district-wide. The position reviews contracts to assess appropriate legal form to minimize exposure to risk and liability in the event of contract default, and to ensure that the staff, students, public and district's assets are adequately and appropriately protected.

NATURE and SCOPE

This position is responsible for developing the risk management budget and determining the allocation of department funds. Works with attorneys, adjusters, and investigators in handling claims and lawsuits against the district, keeps district staff aware of situations that could expose the district to loss of property, liability, and litigation.

KEY DUTIES and RESPONSIBILITIES

Contracts:

1. Develop document for contractual agreements between the district/colleges and various vendors including, but not limited to maintenance contracts, service contracts, performance contracts, lease agreements and Independent Contractor Agreements.
2. Explain and interpret rules, regulations, policies, and procedures pertaining to contractual agreements to district personnel and representatives of other agencies.
3. Confer with and advise college officials on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and district policies.
4. Act as a liaison between the district and external agencies, including school districts, city and state governmental agencies.
5. Assist in the resolution of complex problems and issues over contractual interpretations between vendors and users regarding deficiencies in quality of goods or services received by the district, terms and conditions, and completion of projects.
6. Evaluate vendor and product performance as necessary; compare performance to standards, specifications and terms of contracts; take appropriate action; maintain insurance records for active vendors as appropriate.
7. May administer contracts as assigned.

Risk Management:

8. Plan, coordinate, manage, and evaluate the functions assigned to the risk management section of the district, including safety, property and liability.

9. Ensure that programs comply with appropriate district, local, state, and federal requirements; work with insurance providers to report and investigate all claims.
10. Maintain records and files on liability and property claims; record communication from attorneys regarding status of such claims.
11. Prepare written material and present oral reports concerned with contracts and risk management for and to District personnel, committees, and Board of Trustees upon request.
12. Participate in the identification of hazards and any safety issues pertaining to all District sites to minimize insurance losses.
13. Assist in the administration of the District's student, liability & property insurance programs and act as liaison between the District and insurance carriers.
14. Instruct employees, students, and the public on student, property & liability accident reporting and claims procedures; inform District employees about student, property & liability insurance coverage and solutions for insurance problems; coordinate and administer P&L malpractice insurance for physicians working at campus health centers.
15. Work with related personnel to ensure proper implementation of safety programs such as Injury and Illness Prevention Program (IIPP), Hazard Communication Program, Chemical Hygiene Plan, Hazardous Materials Business Plan (HMBP), and Spill Prevention Control and Countermeasure Program (SPCC).
16. Advise on matters of safety and environmental health, as well as coordinate specific safety trainings (i.e. forklift training, hearing protection).
17. May serve on the safety related committee at college campuses or as chair on a district-wide committee.
18. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Policies, standards, laws, regulations and practices pertaining to risk management, safety, insurance, loss prevention, and multi-lines claims handling.
2. California Education Code, government code and public contract code pertaining to community college operations.
3. Contract law and contract document development.
4. Risk management specializing in liability and property coverage.
5. Principles and practices of large complex organizations with multiple physical locations and building structures.

6. Technology, computers and software commonly used in a modern risk management office environment.

Skills and Abilities to:

1. Understand, interpret, explain and apply laws, rules, policies, and regulations.
2. Communicate effectively both orally and in writing, including writing complex reports and presentations.
3. Analyze complex data and information and prepare reports and recommendations.
4. Work effectively with District personnel, contractors and their representatives, and legal advisors.
5. Represent and promote the interest of the District in administration of contract and risk management programs.
6. Handle difficult and sensitive issues and programs and resolve conflicts.
7. Develop and implement strategic planning and management processes.
8. Present solutions to management level with confidence and effectiveness.
9. Work independently with little direction.

Education and Experience:

1. Bachelor's degree from an accredited college or university with major coursework in business, public administration, or a closely related field with emphasis on insurance, risk management, or contract law.
2. Three years of experience in risk management, contracts, public administration or law, including interpreting, preparing, assisting in negotiation and processing of contracts.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

DESIRED QUALIFICATIONS:

1. Certification as an Associate in Risk Management (ARM) is desirable.

Working Conditions:

1. Typical office environment.

Approved: 2/10/15
Salary Range: M-20
EEO Category: 2B1 Executive/Administrative/Managerial