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## Auburn University Job Description

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

Job Family: No Family

Job Code: **EE04**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

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### Job Summary

Directs the University Risk Management, Safety and Environmental Health, and Insurance programs to provide a safe and secure working environment.

### Essential Functions

1. Provides guidance to University staff regarding risk management, safety and environmental health, and insurance policies as they apply to University initiatives, projects and programs.
2. Develops and implements short and long term strategic plans for assigned units related to risk management, safety and environmental health and insurance.
3. Analyzes policies, procedures, programs, and projects for potential financial and operational effects on the University and provides recommendations and solutions to negative effects.
4. Manages risk financing for University.
5. Collaborates with counsel/attorneys on litigation, potential litigation, and claims and represents the University in defense or settlement discussions as needed.
6. Prepares and manages budgets for assigned departments.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Four-year college degree	Degree in Risk Management & Insurance, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field
<b>Experience (yrs.)</b>	10	Experience in the management and/or coordination of risk management and insurance programs and administration of safety and health related programs

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of Occupational Safety and Health Administration (OSHA) regulations, risk management, safety and environmental health programming, and Federal, State and Local laws related to hazardous materials and waste management.

#### **Certification or Licensure Requirements**

Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU), or Certified Risk Manager; Graduate degree in risk management/insurance may substitute for certifications.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 10 pounds.

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

Date: 9/9/2014

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