
Auburn University Job Description

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

Job Family: No Family

Job Code: **EE19**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Directs Auburn University risk management projects and initiatives by providing strategic direction and oversight that impact the university community.

Essential Functions

1. Provides guidance and direction to the university community on best practices that will mitigate risk as well as monitors trends and provide strategic direction that will result in fewer losses to persons, property, and reputation.
2. Directs the development, management, and implementation of policies and programs in order to mitigate hazards associated with Auburn University operations and provide a safe environment to the campus and community.
3. Ensures financial and operational effectiveness of policies and programs.
4. Oversees testing and certification programs for all fire and life safety systems and equipment in University faculties.
5. Manages budgets for programs and departments within fire and life safety programs.
6. Oversee programs designed to monitor, inspect, and ensure compliance with corrective or preventive actions taken to lessen or remove exposure to potentially hazardous materials and environments.

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>
Education	Four-year college degree	Degree in Risk Management, Insurance, Law, Safety or related field
Experience (yrs.)	8	Experience in risk management and insurance, and safety regulatory compliance enforcement and business management including budgeting and personnel management

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 insurance, risk management, federal, state, and local safety regulations and industry safety standards related to fire and life safety and occupational safety and health.

Certification or Licensure Requirements

Certified by the Associate in Risk Management (ARM) or Certified Risk Manager (CRM), or Chartered Property Casualty Underwriter (CPCU). Graduate degree in risk management/insurance or a Juris Doctor (JD) may substitute for certifications.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/29/2014
