



Risk and Security Manager

Salary: \$71,713 - \$103,815 (Annually)
Excellent benefits

Posting Date: December 17, 2018
Filing Deadline: January 18, 2019

JOB SUMMARY

Responsible to plan, coordinate, supervise and manage the District's risk, safety and security programs as it relates to general liability claims/litigation programs, the purchase and administration of insurance programs and development of safety and security programs.

ESSENTIAL FUNCTIONS

Interfaces with the Third Party Administrator to facilitate claims handling; assists in identifying and mitigating areas of potential liability. Establishes policies and procedures for all program areas associated with risk and security management within the district. Assists the investigation of Workers' Compensation claims. Oversees the process of purchasing insurance for the district; manages the purchase of insurance through MST's insurance broker. Monitors insurable assets and provides recommendations for safety and security of District assets. Supervises and provides direction to trainers regarding accident investigations and on-going safety and security trainings. Coordinates with local jurisdiction police departments for support. Oversees the overall security and safety program for the district; manages the training department; participates in all aspects of training, establishes annual safety training, coach operator training; provides support to the maintenance department in developing monthly tailgate training. Oversees the facility inspections to ensure compliance with OSHA regulations; conducts annual inspections of all MST AED machines, plan bi-annual safety drills at each facility. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITY

Knowledge of principles of organization, administration, budget and risk management as it relates directly to general liability, safety and security in public agencies. Knowledge of principles of California civil code. Knowledge of supervisory practices and procedures. Knowledge of rules, regulations and laws pertaining to records management. Skill and ability to operate the programs within Microsoft Office Suite and other computer programs used within an office environment. Ability to resolve conflicts and handle complaints, communicate effectively with staff, vendors and the public. Ability to gather information, analyze data, compile recommendations based on the data and present recommendations to staff and/or MST Board. Ability to learn district and departmental operating policies and procedures. Ability to maintain confidentiality of records.

MINIMUM QUALIFICATIONS & REQUIREMENTS

Sufficient training, education, and experience in public or private sector insurance, claims, and safety administration. Development of the required knowledge, skills and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree in public or business administration or a related field, and increasingly responsible experience, including supervision of professional staff, performing risk management, insurance, and/or claims management for a public or private sector organization. Must possess a valid drivers' license.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Office at 19 Upper Ragsdale Drive, Suite 200 in Monterey; the Salinas Transit Center at 110 Salinas Street in Salinas; or by visiting MST online at <http://www.mst.org>. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attention: Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. **Resumes will not be accepted in lieu of a completed application. Applications must be submitted with a DMV printout form H6. Please do not substitute any other type of DMV printout.**

ADA

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER