



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Risk Management	JOB GRADE:	16
JOB TITLE:	Assistant Director-Risk Management	SALARY:	\$75,180
LOCATION:	501 N. Thompson, Ste. 202	CIVIL SERVICE:	No
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

To be considered for this position a Montgomery County application and Resume are REQUIRED.

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

***A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 40wpm Admin: 80% Math: 80% Word: 80% Excel: 80%

<p><u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p>	<p><u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p>	<p><u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.</p>
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High school diploma/GED with 10 years of Employee Benefit Administration and Property, Casualty, and Liability Experience Or College Degree with 5 years of Employee Benefit Administration and Property, Casualty, and Liability Experience Must be able to set standards and establish guidelines subject to organizational parameters Excellent interpersonal and staff management skills Political subdivision knowledge Flexible and adaptable to meet many, simultaneous demands for important decisions and results Requires ability to organize and set schedules, meetings and presentations Fluently speak, read and write English | <ul style="list-style-type: none"> Proficient in Microsoft Office applications(word, excel and powerpoint) Must hold 3 of the following Group 1 Life & Health License, Property & Casualty License, All Lines Adjustor License, or Adjustor-Workers Compensation Must be a team player with Risk Management as a small specialized core department within the County and have sense of community within and without County government body Applicants that do not hold an All Lines Adjustor License in the State of Texas and HIPAA certification must acquire the license/certification within 6 months of hire May be required to work over 40 hrs on call as needed Must pass criminal background investigation |
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Primary Job Duties

Position purpose is to support the Director of Risk Management and assume the management responsibilities of the Director of Risk Management in his/her absence which includes but is not limited to claim authorization on the Montgomery County Employee Benefit Plan, optional benefits, workers compensation program, blood borne pathogen program, property, casualty & liability claims, safety programs, defensive driving program, bonds, section 457 plan, etc. Interface with all third party administrators, insurance/reinsurance vendors and brokers, employees/dependents, department heads, and elected and appointed officials. Manage the staff on a day by day basis. Authorization to expend funds from multiple budgets within the department. Authorizations could exceed \$1,000,000.00.

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| <ul style="list-style-type: none"> Reports to and assists Director in all functions of the Risk Management Department on behalf of the County and receives assignment of any new responsibilities from Director. Analyzes data, reporting information, and audit responses for Programs, Policies, Procedures and contracts of Risk Management. Responds to Elected/Appointed Officials, Department Heads, supervisors, citizens, contractors, and third party administrators regarding Risk Management Programs, Policies, Procedures, and contracts. Provides or assists in schedules, monitoring, hiring, and payroll management of staff for Risk Management and annual staff reviews. Requires ongoing reviews of staff assigned departmental functions for proper and timely flow of processes. Requires the availability and accessibility to assist in bringing Continuity of Operations to the Risk Management Department under a catastrophic event. | <ul style="list-style-type: none"> Assists or oversees training warranted for specific job tasks. Processes and assists in negotiation of new and renewal contracts and implementation of finalized department contracts. Maintains, processes, monitors, and reports Property & Casualty/Litigation claims to internal county departments and to third party administrators and brokers. Provides assistance in weekly Risk Management Department Meetings. Requires the ability to function and multi-task under timelines and the ability to adapt to program changes. Must have the ability to travel for education, meetings, conferences and county functions. Requires ability to monitor Risk Management for compliance on local, state, and federal regulations. Maintains privacy as required under federal HIPAA and department regulations and deals with highly confidential, sensitive, and/or controversial situations. |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position Number:	402-8955-1	Requisition Number:	2683
Date Posted:	10-12-2018	Equal Employment Opportunity Employer	

