

## RISK AND COMPLIANCE COORDINATOR

### **Nature of Work**

The responsibilities of the Risk and Compliance Coordinator include administrative and technical duties performed under the direction of the Community Development Director. The tasks assigned receive general or specific instructions and advice, depending upon the nature of the assignment. Major emphasis is placed on an in-depth working knowledge of municipal government operation, risk management and purchasing.

Will be responsible for development and implementation of policies and procedures supporting the function of risk management and developing structured purchasing standards to ensure compliance with existing ordinances. The employee will exercise independence and initiative in fulfilling these responsibilities.

### **Illustrative Examples of Work**

- Acts as aid to the Community Development Director in interpreting administrative policies; relaying instructions and policy and procedural revisions relating to risk management and purchasing.
- Maintains risk management records and procedures related to general and auto liability claims against the City.
- Ability to work effectively with state and federal regulatory agencies, as well as comply with risk management standards and requirements.
- Develop risk management strategies, conduct risk assessments, and ensure all risk management policies and procedures are effectively implemented and followed.
- Audit processes and procedures to identify weaknesses.
- Train employees in risk awareness and management practices.
- Oversee and enforce the City's purchasing policy to ensure compliance and mitigate risk associated with procurement activities.
- Assist other General Administration Department Heads as needed.
- Familiarity with City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.
- Working knowledge of good office practices and etiquette.

### **Desirable Knowledges & Abilities**

- Knowledge of public administration in reference to municipal administration and management with an emphasis on Risk Management.
- Knowledge of research analysis and of the sources of available information.
- Knowledge of the organizational, procedural and functional make-up of local government.
- Ability to apply good judgment in applying and interpreting policies and procedures.

- Ability to express ideas effectively in writing and orally.
- Ability to manage time and work schedule independently.
- Ability to establish and maintain effective working relationships with other employees, and the general public.
- Ability to communicate and work effectively with elected or appointed city, county and state officials.

### **Qualifications Desired**

Any combination of training and experience equivalent to:

- Thorough in-depth knowledge of municipal government administration.
- Experience in public relations or direct contact with people in business or professional relations.
- High School Graduate and related courses in public administration or any combination of experience and training approved by the City Manager. Four year college degree in public administration or related field preferred.