



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Risk Management	<b>JOB GRADE:</b>	16
<b>JOB TITLE:</b>	Assistant Director-Risk Management	<b>SALARY:</b>	\$72,990
<b>LOCATION:</b>	501 N. Thompson, Ste. 202	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Friday (8:00am – 5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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><b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p>	<p><b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p>	<p><b><u>NOTE:</u></b> 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"> <li>High school diploma/GED with 10 years of Employee Benefit Administration and Property, Casualty, and Liability Experience</li> <li>Or College Degree with 5 years of Employee Benefit Administration and Property, Casualty, and Liability Experience</li> <li>Must be able to set standards and establish guidelines subject to organizational parameters</li> <li>Excellent interpersonal and staff management skills</li> <li>Political subdivision knowledge</li> <li>Flexible and adaptable to meet many, simultaneous demands for important decisions and results</li> <li>Requires ability to organize and set schedules, meetings and presentations</li> <li>Fluently speak, read and write English</li> </ul> | <ul style="list-style-type: none"> <li>Proficient in Microsoft Office applications(word, excel and powerpoint)</li> <li>Must hold 3 of the following Group 1 Life &amp; Health License, Property &amp; Casualty License, All Lines Adjustor License, or Adjustor-Workers Compensation</li> <li>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</li> <li>Applicants that do not hold an All Lines Adjuster License in the State of Texas and HIPPA certification must acquire the license/certification within 6 months of hire</li> <li>May be required to work over 40 hrs on call as needed</li> <li>Must pass criminal background investigation</li> </ul> |
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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"> <li>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.</li> <li>Analyzes data, reporting information, and audit responses for Programs, Policies, Procedures and contracts of Risk Management.</li> <li>Responds to Elected/Appointed Officials, Department Heads, supervisors, citizens, contractors, and third party administrators regarding Risk Management Programs, Policies, Procedures, and contracts.</li> <li>Provides or assists in schedules, monitoring, hiring, and payroll management of staff for Risk Management and annual staff reviews.</li> <li>Requires ongoing reviews of staff assigned departmental functions for proper and timely flow of processes.</li> <li>Requires the availability and accessibility to assist in bringing Continuity of Operations to the Risk Management Department under a catastrophic event.</li> </ul> | <ul style="list-style-type: none"> <li>Assists or oversees training warranted for specific job tasks.</li> <li>Processes and assists in negotiation of new and renewal contracts and implementation of finalized department contracts.</li> <li>Maintains, processes, monitors, and reports Property &amp; Casualty/Litigation claims to internal county departments and to third party administrators and brokers.</li> <li>Provides assistance in weekly Risk Management Department Meetings.</li> <li>Requires the ability to function and multi-task under timelines and the ability to adapt to program changes.</li> <li>Must have the ability to travel for education, meetings, conferences and county functions.</li> <li>Requires ability to monitor Risk Management for compliance on local, state, and federal regulations.</li> <li>Maintains privacy as required under federal HIPAA and department regulations and deals with highly confidential, sensitive, and/or controversial situations.</li> </ul> |
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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:	2614
Date Posted:	04-23-2018	Equal Employment Opportunity Employer	

