



Job Description

Job Title: Assistant Director - Risk Management

JTC: CCR

Salary Range: N07

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Strong and knowledgeable customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus four (4) years of related work experience. Official transcripts are required. Special licenses or certifications may be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. ***Will be subject to a criminal background check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director with planning, organizing and operation of the activities of the risk management department. Responsible for the development and implementation of risk management loss control programs and guidelines in order to reduce loss, liability or risk exposures and provide a safe environment. Ensure compliance with federal, state and local laws and regulations. Provide guidance and direction to the District community on best practices that will mitigate risk as well as monitor trends and provide strategic direction that will result in fewer losses to person, property and reputation.

Responsible for providing professional and comprehensive development, implementation and coordination of programs and standards in the areas of risk management, environmental health, potential hazardous materials, safety, claims management, loss control and loss prevention.

Responsibility for the development, implementation, interpretation and management of short and long range techniques, policies, procedures and programs designed to identify, analyze and mitigate risk and potential liability associated with District activities and initiatives.

Builds strong professional relationships with brokers, underwriters, internal and external constituents. In collaboration with the Director of Risk Management, reviews, monitors and recommends insurance coverage for the District in conjunction with the District's insurance brokers for general property and liability, automobile, educator's legal, professional liability, boiler and machinery and other coverages.

Conduct in-depth risk assessments covering fire prevention, worker safety, environmental protection, general and automotive liability, lab safety and hazardous materials to identify key exposures at each of the District's locations and reduce those exposures through collaboration, insurance, engineering controls, training, education and development of safety programs and materials.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.