

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MANAGER, BUSINESS CONTRACTS AND RISK MANAGEMENT

L203.100

BASIC FUNCTION: Under direction of an administrator, performs varied and complex, administrative, technical and management duties in developing, administering, coordinating and implementing the District's business contracts, and comprehensive risk management and insurance programs. Assignments are broad in scope and allow for a high degree of latitude for the exercise of independent judgment and decision making on issues that are complex, interpretive and evaluative in nature. Manages contract administration activities associated with the development, negotiation, research, execution and management of the District's legal business contracts. Coordinates the District's risk management and insurance programs to ensure that staff, students, public and District assets are adequately and appropriately protected from fortuitous loss. Conducts procedural and organizational analysis and recommends modifications to increase effectiveness and efficiency. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific Statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Manages the daily operations and activities of the District's Business Contracts and Risk Services Office; functions as the primary contact for business contracts, procurement of services, risk management services, claims administration and insurance programs.
- *2. Provides training, technical assistance, guidance and document templates to assist District departments in contracting and procurement; contract development, interpretation and administration; risk management and insurance programs; and addressing claims and minimizing exposure to potential loss.
- *3. Reviews, secures, and administers the District's insurance policies and self-insured retention programs for a variety of risk exposures, including: property, liability, automobile liability, crime, student accident, and other special insurance programs; evaluates the District's needs for coverage, terms, limits and retentions; evaluates insurance costs and self-insured retentions; proposes the selection of insurance plans and carriers; and coordinates the collection of underwriting data for annual coverage renewals.
- *4. Analyzes, develops, implements and monitors district-wide risk management programs; identifies and analyzes risks and recommends appropriate risk transfers, risk controls, loss control techniques and risk financing techniques; reviews and analyzes loss exposure and loss history; works effectively with District departments, claims adjustors, consultants and others in order to develop methods and approaches to mitigate risk exposure and reduce accidental losses.
- *5. Administers property and liability claims and lawsuits filed against the District in coordination with a third party claims administrator; evaluates claims for completeness, timeliness, veracity and compliance with State laws and District policies and procedures; ensures timely and cost effective claim resolutions; assists and participates in the investigation and adjudication; recommends disposition to Vice President for Administration; secures authorized settlement authority; and seeks recovery of costs to repair or replace damaged District vehicles, buildings and building contents.
- *6. Oversees and participates in the development and preparation of requests for proposals, requests for qualifications, invitations for bids, sole source justifications and the conduct of these processes.
- *7. Coordinates and administers a variety of business contracts for the District; receives and reviews contracts from District departments; assists and advises department staff with development and interpretation of contractual terms and conditions; consults and confers with legal counsel and third party insurance administrators to evaluate and interpret contract provisions; develops, negotiates and approves or secures authorized approval of contract terms and conditions; ensures use of appropriate legal contract form(s) to minimize exposure to risk and liability, adequacy of risk transfer and are not adverse to the District; processes contracts through required approval process to include, legal counsel, District administrators and Board of Trustees; consults with District administration, staff, legal counsel and third party administrators regarding complex contracting issues to evaluate contract compliance with legal and contract requirements, analyze and resolve problems/disputes over contractual interpretations and develop solutions that affect the District's ability to conform to contract obligations.
- *8. Stays current on relevant laws, regulations and issues pertaining to public contracting and risk management; advises management on needed actions; stays current with new industry practices and activities to ensure the use of "best practices" in the District's contract administration, risk management programs, risk transfers, loss controls, risk financing techniques and insurance coverages.
- *9. Utilizes computers and a variety of hardware and software to perform advanced-level document production including the complex formatting of documents, spreadsheets, presentations and databases; prepares and distributes a variety of correspondence, reports, charts, agendas and materials containing confidential and/or sensitive information; prepares and edits manuals, handbooks and other publications; prepares agenda items, reports, resolutions and recommendations for submission to the Board of Trustees; independently composes correspondence.
- *10. Maintains current, accurate and meaningful records related to risk management and insurance programs, claims and executed contracts.

- *11. Develops, monitors, and authorizes the District's risk management related budget(s) and expenses for premiums, claims adjudication and safety programs; submits through appropriate channels for approval; monitors and controls program operating budget(s).
- *12. Develops, recommends, implements, and maintains effective District policies and procedures for procurement and contracting, contract development and risk management matters.
- *13. Obtains and reviews external certificates of insurance; ensures service provider compliance with legal requirements related to contractual insurance requirements; authorizes and processes District certificates of insurance.
- *14. Ensures procurement, contracting and risk management related activities adhere to applicable federal, state, and local [District] laws, regulations and policies.
- *15. Researches, analyzes, interprets and explains provisions of federal, state and local laws, codes, regulations, legislation and policies and procedures pertaining to public contracts, procurement of services, risk management and related matters.
16. Serves as a member of Joint Powers of Authority (JPA) board(s) for the coordination of risk and insurance issues.
17. Serves on a variety of District committees as requested.
18. Performs related work as required.

MINIMUM QUALIFICATIONS:**● EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree in business, business administration, economics, finance, public administration, or a related field; **AND**
- Four (4) years of increasingly responsible experience which includes contract administration, risk management and safety.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Experience in an educational setting
- Certification as an Associate in Risk Management (ARM)

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge of: federal, state and local laws, regulations, policies, procedures and rules applicable to the public procurement and contracting, contracts and comprehensive risk management programs; techniques and methods for contract preparation and negotiation; contract format and terminology; principles, practices, procedures and methods of public agency procurement, contracting, contract administration, risk management, claims administration, loss prevention and insurance; public liability, property damage and professional liability insurance; risk identification and control practices; insurance coverage, exclusions, endorsements and certificates of insurance; various computer hardware and software, including word processing, and database and spreadsheet programs.

Ability to: make sound educated decisions; manage a heavy workload; plan, organize, administer, review and evaluate procedures for procurement, contracts, and risk management programs; understand, interpret, apply and explain laws, rules and regulations, policies and procedures related to procurement, contracting, and risk management activities; prepare clear and concise instructions, manuals and reports; perform analytical and legal research; administer the business contracts and comprehensive risk management programs of the District; prioritize multiple projects, tasks and demands within assignment deadlines; effectively utilize computer equipment and software in the performance of duties; work independently on assigned projects; identify and analyze complex administrative and operational issues and problems related to procurement, contracts, risk management and insurance; evaluate alternative approaches and recommend and implement solutions; process claims; conduct investigations; analyze losses and recommend corrective actions; communicate clearly and effectively both orally and in writing; represent the District in a positive and effective manner both internally and externally; provide leadership and technical assistance to others; establish and maintain effective working relationships with those contacted in the course of work.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide direct supervision of lower-level professional and clerical personnel.

PHYSICAL EFFORT:

Normal office environment mostly; ability to inspect premises, including ability to bend, stoop and walk in confined areas; arm and finger dexterity to operate keyboard and other office equipment; significant visual acuity for reading, observing work and construction operations; auditory ability to speak to audiences one-on-one and over the phone.

WORKING CONDITIONS:

Busy college office environment.

CONTACTS:

Faculty, staff, administrators, students and the general public.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.