

University of Houston – Clear Lake

Position Description

Job Title: **Director, Risk Management**

Job Code: **2347**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in a relevant field.	Master's degree
Experience	Three years progressively responsible experience or equivalent combination of education and experience.	Five progressively responsible experience.
License/Certification		CSP, CIH, CHP, PE, ARM, LRM

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Serves as risk manager, supervises the office of Environmental Health and Safety; coordinate risk management and safety policy review and approval; assure that budget matters and planning strategies for loss control are consistent with the university mission; prepare or coordinate the submission of periodic reports for the University of Houston-System; Board of Regents, legislative authorities, or similar entities; represents A&F division on various internal and external committees.

Duties and responsibilities	% Time
Serves as UHCL risk management administrator. Advises senior administration regarding potential sources of loss; develops and implements loss prevention policies; serves as university administrator for liability and property insurance. Serves on UHS Risk Management Committee.	25
Supervise UHCL office of Environmental Health and Safety. Guides development and implementation of EH&S related policies and procedures.	25
Coordinates UHS policy review and approval process at UHCL. Distribute draft UHS policies to concerned parties; collect, evaluate, and summarize responses, and represent UHCL interests as policies are finalized. Maintain appropriate documentation and serve as administrative liaison with UHS in policy development process. Manage university credit card program, including publicity, application and authorization, periodic analysis, and prompt cancellation in accordance with established procedures.	15
Review and evaluate workers compensation safety issues.	10
Prepare periodic reports for the Board of Regents, legislative authorities, or similar entities, or coordinate the timely preparation and submission of such reports. Write and edit various other reports, plans and policies.	10
Serve on various internal and external committees as representative for the A&F Division. Such services may include but are not limited to: appropriate shared governance committees at UHCL (e.g. Educational Policy and Curriculum Committee), system-wide committees with administrative focus (e.g. System-wide Art Acquisition Committee); various special task forces and subcommittees as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.