



Lewis County Employment Opportunity

Department: **Risk**

Position: **Risk Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 125: \$5,928 – \$7,974/mo. (DOQ)**

Posting Opens: **08/05/2024**

Posting Closes: **Open until filled**

DEPARTMENT / OFFICE

This position is in the Lewis County Risk Management Department 351 NW North St, Chehalis WA.

POSITION SUMMARY

Under limited direction under the Budget and Risk Director, represents the County as Risk Manager, Claims Administrator and Loss Control Coordinator as required by Washington Counties Risk Pool; responsible for reviewing, assessing, and controlling the exposures to County employees, property, and the public. Provides expert analysis and recommendations on complex claims; oversees the planning, organizing, leading, of risk management operations.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

NOTE:

The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

MINIMUM REQUIREMENTS

Bachelor's degree in occupational health and safety, safety studies, business or public administration, or a related field; and three (3) years of professional experience in an occupational health and safety program; or Associate's degree in safety, health, environmental, or a closely related field; AND five (5) years' experience working in safety for a large employer with a diverse work environment.

Certifications as a Washington Workers' Compensation Professional and Safety and Health Specialist are required within two (2) years of employment; must have the ability to obtain a Medic First Aid Certification; a valid Washington State Driver's License is required.

Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.

For more information please visit:

https://lewiscountywa.gov/media/documents/07192023_Employee_Handbook_Final_Updated.pdf