

## **DEPARTMENT POSITION DESCRIPTION**

The Senior Manager, Insurance and Risk Management is responsible for managerial and administrative work in planning, organizing, directing, and coordinating an insurance and risk management program for the Hillsborough County Aviation Authority. The position identifies and assesses risk and exposure in all phases of the Authority's operations; reports findings on risk exposures to senior management; implements strategies to manage insurable and/or hazard risk; directs the purchase of insurance programs and policy renewal process; makes recommendations regarding insurance coverage and insurance requirements and language for tenant, construction, maintenance, consulting, vendor, and other agreements; manages loss control activities; prepares loss analysis; and manages the Authority's facility safety inspection program.

The Senior Manager, Insurance and Risk Management interacts with the Authority's insurance consultants, attorneys, insurance brokers, and claims adjusters as necessary to achieve objectives. The Senior Manager, Insurance and Risk Management will have considerable latitude for independent judgment as to the technical aspects of the insurance, risk, and safety program.

## **POSITION RESPONSIBILITIES**

**Note:** The following position responsibilities are illustrative and not exhaustive. The position description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with the position. Management may require incumbents to perform job duties other than those contained in this document at any time. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Review contracts, invitations to bid, requests for proposals, requests for qualifications, leases, and other agreements to verify/revise insurance language and establish threshold insurance limits with appropriate input.
- Oversee the contractor/vendor insurance certificate program. Review and approve all certificates of insurance of contractors, vendors, and consultants doing business with the Authority to ensure compliance with contract insurance language.
- Oversee the Authority's Owner Controlled Insurance Program (OCIP) and perform related duties.
- Oversee and review input of insurance data into the Propworks Database.
- Maintain claims log and monitor processing of general liability and auto liability and property and casualty insurance claims to ensure accurate and timely adjudication and settlement.
- Investigate incidents that could result in compensatory events with insurance companies.
- Research, evaluate, make recommendations, and produce data reports regarding risk management, loss control, and claims by analyzing causes, patterns, or trends of incidents and claims.
- Coordinate the annual insurance policy renewal process for over ten types of insurance coverage, including the application process and proposals evaluation. Make coverage recommendations.
- Perform risk evaluation and forecasting.
- Manage the risk management information system.
- Manage the administration of brokered excess coverage.
- Maintain property and vehicle inventories and valuations.
- Provide risk and safety guidance and oversight for all airport-sponsored and community events held at the airports and attend planning meetings as necessary.
- Establish safety inspection procedures, manage the facility safety inspection program, and perform airport safety inspections to identify potential hazards and prepare and recommend practical solutions to eliminate and prevent hazardous conditions.

- Serve as chair of the safety committee and coordinate with other departments to enhance Authority-wide awareness of safety issues.
- Assist with disaster mitigation and recovery.
- Develop employee safety training.
- Develop and implement risk and safety management goals and procedures.
- Prepare and administer risk and safety management budget.
- Manage, supervise, and train risk and safety management staff.
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year degree granting college or university and five years of experience in risk management, development of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction, or an equivalent combination of experience. The ability to assess exposures as well as determine the applicable insurance coverage needed to protect the Authority and process claim information to conclusion. Computer and other standard office equipment skills; planning and decision making skills; and oral and written communication skills are required. A valid Florida Driver's License (or the ability to readily obtain).

Airport and/or Florida governmental experience; course work in risk management and/or insurance; or certification by the Insurance Institute of America as an Associate in Risk Management (ARM) or Certified Property Casualty Underwriter (CPCU) is preferred. Experience in development of public sector insurance portfolios and large construction insurance, including OCIP, CCIP, or Builders Risk also is preferred.

### **CORE Values**

- **Safety** - Extending beyond our proactive approach to maintaining a secure facility for guests, our commitment to safety acknowledges the sense of security and peace of mind that comes from providing a warm and comfortable environment.
- **Service** - We are committed to the highest levels of guest quality and service. Tampa International Airport team members take great pride in delivering top-notch experiences that are helpful, welcoming and friendly. Our minimum standard is excellence in all we do.
- **Community** - As the gateway to the west coast of Florida, we serve communities and businesses throughout the region. Through our initiatives, we bring regional interests and organizations together to build a stronger Tampa Bay. As a good neighbor and community partner, we are committed to providing opportunities and making responsible choices that benefit our region.
- **Growth** - We are committed to building a sound financial position that cements our ability to be best in class for years to come. Our economic strength comes from a sensible and dynamic approach to growth. We will ensure that as the Tampa Bay region grows their airport is scaled to meet rapidly changing needs.
- **Innovation** - We are imaginative and forward-thinking. Dedicated to evolving both form and function through technological advancement, improved processes, and operational efficiency; while remaining true to our guests' desire for simplicity, organization and convenience.

***The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.***

***The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.***

<b>Department:</b>	Ethics, Diversity & Admin
<b>Pos. No:</b>	15482-Unclassified
<b>Pay Grade:</b>	AA4 (\$82,000-\$130,000)
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