CITY OF ALACHUA

JOB DESCRIPTION

COMPLIANCE & RISK MANAGEMENT DIRECTOR

DEPARTMENT: Compliance & Risk Management

REPORTS TO: Assistant City Manager

SUPERVISES: Codes Enforcement Officer and Staff Assistant

FLSA: Exempt

GENERAL DESCRIPTION:

Highly responsible managerial, technical and administrative work that oversees and guides the department. Directs all activities of code enforcement and risk management divisions. Provides administrative guidance to department to ensure the compliance with the City Code, the minimization of risk exposure and organizational goals and objectives are met. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Serve as in-house liaison with City Attorney, particularly in coordination of staff support in matters of threatened or actual litigation.
    a. Assist in the investigation of all accidents or incidents that might create liability for the city.
2. Review and negotiate contracts and agreements between the City and other parties.
3. Initiate, supervise development of and manage a searchable data base to catalog and track all city contracts. Evaluate and select most cost effective method for dealing with risk.
4. Insurance:
    a. Review and evaluate coverage, solicit and examine bids received and recommend appropriate carriers in all areas including comprehensive liability coverage, workers compensation, casualty and other areas such as group benefit plans.
    b. Supervise Claim Processing:
        i. Act as liaison or City representative with legal counsel provided by a City of Alachua insurance carrier.
        ii. Negotiate the settlement of claims filed on behalf of the city with the City insurer or a third party carrier.
        iii. Receive and act as City representative in all claims against the City.
5. Collective Bargaining:
    a. Serve as City bargaining agent.
    b. City labor contract administrator.
6. Code Enforcement:
    a. Supervise Code Enforcement staff.
    b. Serve as staff liaison with Special Magistrate.
    c. Originate and implement procedures for Code Enforcement investigations and actions.
    d. Develop and implement procedures in conjunction with and the adoption by the Special Magistrate.
7. Land Rights Coordinator – Professional work procuring, disposing of and administering real estate rights of the City:
    a. Determine land rights required to carry out projects for General Government and Utility Divisions and advise as to most appropriate rights to be acquired.
    b. Coordinate real estate and land rights acquisition between landholder, City Attorney, appraisers, surveyors and requesting divisions.

   c. Obtain, review and analyze appraisals.
   d. Negotiate purchase of property and acquisition of property rights with property owners and obtain properly executed agreements.
   e. Coordinate disposition of surplus real property.
   f. Order and coordinate title searches, legal descriptions and survey drawings.
   g. Identify environmental elements of proposed acquisitions and dispositions.
   h. Provide assistance and information to citizens concerning City property rights.
   i. Stay current with law, regulations and developments in real estate transactions.
8. Regulatory or advisory board assignments as directed by City Manager.
9. Research and Development:
   a. Research and develop approaches to better meet the City's obligations to provide effective and cost efficient services
10. Develop long-range goals and programs for the department.
11. Evaluate reports, decisions and results of the department in relation to established goals. Develop and implement new approaches, policies and procedures to effect continuous improvements in the efficiency of the department and services performed.
12. Consult with the City Attorney when issues and circumstances dictate or as directed by the City Manager.
13. Special projects and assignments as directed by the City Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge, understanding and experience in the areas of constitutional law, government organization, real estate transactions, state and federal law and regulation with particular emphasis on government policies and procedures, employment practices, insurance, liability exposure, public safety and code enforcement. Must have the knowledge, experience and ability to evaluate, design and structure self-funded group benefit programs if circumstances provide a projected opportunity. Must have excellent skill in written and oral communication and the ability to effectively interact with all employees, the public, other agencies and officials, vendors and those who do business with or come in contact with the City.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in insurance, risk management, real estate law and related subjects. A law degree is preferred. Five years professional experience in a supervisory position also required, or any combination of education and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATION OR REGISTRATIONS

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment and outdoors to perform inspections and investigations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____

Employee Name (please print) Date

_____

Employee Signature