



The City of Napa is seeking an enthusiastic and highly qualified individual for...

Risk Management Analyst

\$ 6,090 – \$ 7,358 month - *Excellent benefit package offered.*

The City of Napa is offering an exciting career opportunity for a highly qualified professional responsible for performing analytical and technical administrative work related to the City's risk management program, including responsibility for recommending and implementing a program elements that cost effectively minimize the City's exposure to public liability and property damage; and performs other analytic tasks to support citywide administrative services.

The most successful candidates will have:

- demonstrated experience in general administration of risk management functions;
- strong budget preparation, administration, and oversight experience;
- demonstrated technical subject matter expertise;
- the ability to manage liability claims; including the analysis and response to potential claims;
- demonstrated experience with contract administration, including RFP's and insurance compliance review;
- strong analytical skills as demonstrated through monitoring trends and review of actuarial cost allocations;
- the ability to work independently and exercise considerable initiative;
- demonstrated experience with coordination and negotiation of primary and excess insurance purchases;
- the ability to oversee and coordinate the work of third party administrators, consultants and contractors;
- a high degree of tact, discretion and judgment;
- excellent written and verbal communication skills;
- a strong knowledge of personal computer equipment and software;
- effective interpersonal skills and the ability to work collaboratively as needed; and
- a strong customer service orientation.

Requires the equivalent to a bachelor's degree with major coursework in business or public administration or a closely related field, and two years of professional or technical experience administering or overseeing a range of risk management services. Experience administering risk management services for a public agency is preferred.

Application materials are available at www.cityofnapajobs.org or by calling the JOBLINE at (707)257-9542.

Application Deadline: September 28, 2009.

The City of Napa is an Equal Opportunity Employer

