



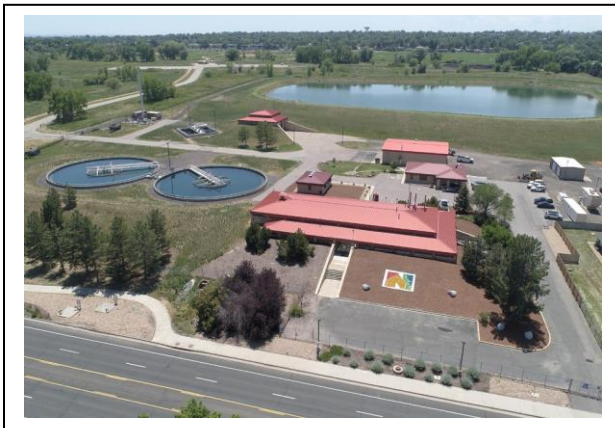
Risk Manager **RECRUITMENT BROCHURE**

This professional Risk Management position in the Human Resources Department is responsible for professional administrative and technical work.

An employee in this class is responsible for a wide variety of management, liaison, and special assignment work. There is a variety of duties in risk management including

public contact work. Assignments are usually broad in scope and require considerable initiative and knowledge in their execution. This position is integral in developing,

implementing, and coordinating a city-wide Risk Management program.



Clockwise from top: A rendition of the new City Hall, which had its official groundbreaking in June; the Northglenn Justice Center; and Northglenn's Water Treatment Facility.

COMPENSATION & BENEFITS

\$77,812 to \$93,375/year

\$37.41 to \$44.89/hr

MIN

MID

Hiring Range

\$77,812 to \$93,375 to \$108,937

MIN

MID

MAX

Salary Range

Starting salary to be commensurate with the qualifications and experience of the successful candidate. The City also offers an attractive benefit package and flexible work schedules. To learn more, visit www.northglenn.org/jobs.

APPLICATION PROCESS

The City is now hiring for this position! To be considered for this exceptional career opportunity, apply at www.northglenn.org/jobs.

An online application through the employment page of the City's website is REQUIRED prior to the job posting deadline. A résumé and cover letter must be

included with your application. We are unable to accept résumés or applications from third-party employment sites such as Indeed.com.

Northglenn is an EEO/ADA employer. Reasonable accommodations will be made for disabled applicants in application and testing processes.



TEAM NORTHGLENN

The City of Northglenn is committed to creating a diverse, inclusive, and equitable workplace where everyone belongs. We embrace and value the many unique employee experiences, perspectives, and cultural backgrounds that enrich our workplace. The City of Northglenn is dedicated to fostering an environment and community where employees are respected, valued, and empowered.

EMPLOYEE VISION

Where excellent public service thrives through employee equity, trust, innovation and work-life balance.

EMPLOYEE MISSION

We enrich our community with high-quality city services and a small-town touch. For us, people are the priority – we are responsive, inclusive, and respectful.

EMPLOYEE VALUES

*Customer Service Excellence
Inclusivity | Integrity |
Accountability | Respect | Joy*

POSITION ROLES

SAFETY

This position assumes the role of Safety Coordinator, leading the citywide Safety Committee. Implements safety initiatives and maintains the city Safety Manual.

LIABILITY

This role manages claims related to workplace injury and property damage. Responds to inquiries from both internal and external customers.

LIAISON

This role is main point of contact for various brokers and vendors. Must communicate effectively with those third-party entities to ensure the timely resolution of various claims.



KEY AREAS OF RESPONSIBILITY

Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in positions of this class.

- Compiles information and statistical data and prepares reports on a wide variety of subjects of interest to City Administration.
- Reviews and analyzes operational activities and recommends remedial action when necessary to accomplish desired risk management goals.
- May assist in the collection of information to be used in administrative, fiscal, budgetary, and procedural analysis. May also assist in the implementation of new programs, systems, and procedures.
- Participates as intergovernmental liaison in a broad range of situations including activities related to the risk management function.
- Develops, implements, and coordinates a City-wide risk management program. Analyzes worker's compensation reports and coordinates return to work activities with injured workers and supervisors with City's designated medical provider.
- Analyzes and reviews processing of liability claims involving City personnel, equipment, and property; prepares and coordinates responses to interrogatories in lawsuits, as appropriate.
- Develops, implements, conducts, and evaluates safety training programs.
- Conducts and/or coordinates safety inspections with Safety Committee, insurance companies and special requests to recognize hazards and prevent injuries to personnel, property, and the public; coordinates with department heads to implement corrective action.
- Performs related work as required.

IDEAL CANDIDATE CHARACTERISTICS

- Graduation from an accredited four-year college or university with major course work in public or business administration.
- Five years of experience in public administration with emphasis in risk management or any equivalent combination of education and experience which provides the following knowledges, abilities, and skills:
 - Thorough knowledge of the principles and practices of risk management including loss prevention, loss control, and risk financing.
 - Ability to secure the confidence of and establish and maintain harmonious relationships with key departmental officials, other employees, and the general public.
 - Ability to gather and analyze moderately complex data.
 - Ability to communicate effectively, orally and in writing, and to prepare comprehensive reports.
 - Ability to meet and deal with the general public in an effective and friendly manner.
 - ARM, RMPE Certification desired.

CORE COMPETENCIES

- **Emotional/Social/Cultural Intelligence:** Build relation communicate clearly, teamwork and collaboration, communication/interpersonal skills, the ability to relate and work effectively in culturally diverse situations.
- **Adaptability and Change Management:** Embrace and navigate change, innovation, flexibility, agility, and ability.
- **Job Knowledge and High-Quality Work Product:** Goal achievement, time management, planning and organization, focus on safety when applicable, taking initiative, producing a high quality of work, successfully managing projects or programs, results focus.
- **Learning and Development:** Ongoing growth to develop the needed and future skills for success, developing knowledge and skills, ability to increase skills to align with the goals of the City, ability to both give and receive effective feedback as well as improve based on the feedback.



ABOUT NORTHGLENN

38,000 residents enjoy small neighborhoods with accessible schools, convenient shopping centers, parks, lakes, open spaces, and outdoor recreation facilities.

The City government's support for community and economic development makes Northglenn a hub of safe neighborhoods and business activity.

The quality of planning, development, services, and volunteers creates a distinctive sense of community that is uncommon in many modern cities. Many of the original residents who lived in Northglenn when it incorporated in 1969 are still here.

The community is connected by the well-planned Greenway Trail System. The over 35 miles of off-street walking and biking paths connect with larger trail systems that lead throughout the Denver metro area.

Northglenn is only 15 minutes north of downtown Denver and all of the events and attractions of a major metropolitan city. Go east on Interstate 70 and Denver International Airport is only 30 minutes away. Turn to the west and the majestic Rocky Mountains tower over the landscape and are a mere half hour away by car.

Bask in 300 days of sunshine as Northglenn enjoys full seasons of summer, spring, winter, and fall. Thanks to our dry climate, the hot and cold aren't as harsh as in more humid climates.

In 1961, Northglenn was named "the most perfectly planned community in America" by Life Magazine and the National Association of Home Builders. Today, its residents continue to maintain that identity and embrace "the city that pride built."

FAST FACTS

- **Elevation:** 5460 feet
- **Climate:** Northglenn enjoys a mild, sunny, and semi-arid climate.
- **Median Household Income:**
 - **Northglenn:** \$71,104
 - **County:** \$73,817
 - **State:** \$75,231
- **Public Schools:** Adams 12 Five Star Schools
- **Average July High Temp:** 89.8
- **Average Jan. Low Temp:** 19.3
- **Households:** ~14,000
- **Average Household Size:** 2.9
- **Median Age:**
 - **Northglenn:** 32.8
 - **County:** 34
 - **State:** 36.9

