

POSITION: Risk Director

SALARY: \$99,780.00 - \$159,650.00 Annually

OPENING DATE: 12/28/16

CLOSING DATE: 01/13/17 05:00 PM

GENERAL INFORMATION:

The successful individual in the role of Risk Director for the Port of Portland will be responsible for setting the strategy, goals, and objectives related to Risk management at the Port. Specific functions within the risk program include risk analysis/insurance, loss prevention, and claims management. The director oversees a highly engaged staff who lead the development and implementation of associated corporate programs across the Port. This person will also work cooperatively with Port-wide resources to garner support for programs which are consistent with regulatory requirements and protect the assets, i.e. people, property, and/or finances of the Port.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Develop and maintain the Port's risk management program, design and strategy.
- Provide leadership, communication, innovation, management and the governance necessary to identify, evaluate, mitigate, and monitor the Port's hazardous, operational and strategic risks.
- Ensure the organization's risk management policies and strategies are in compliance with applicable regulations and the Port's strategic initiatives.
- Develop risk management analytical tools, practices, and policies to measure, manage, track and report risks to key internal and external stakeholders.
- Mentor, guide, coach and professionally develop the department team.
- Maintain and monitor department budget.
- Direct the Port's Risk Analysis Program to identify, mitigate and finance business and operational risks through contractual risk management, purchase of insurance and/or development of self-insurance programs.
- Direct the Port's Claims Management Program to ensure the proper and efficient handling of property and casualty claims and self-insured workers' compensation claims.
- Lead the Port's Business Continuity Management Program to mitigate loss of and interruptions of the Port's critical business functions.
- Serve on local, state and national risk management related organizations to promote the Port's interest in risk management training, education, data collection, and sharing and networking in the various risks management programs.
- Serve as Assistant Treasurer and approve payments on behalf of the Port of Portland on executed leases, purchase orders and other contracts as authorized and appointed by Port policies and procedures.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in business, risk management, public administration or related field or the equivalent combination of education and relevant experience.

- Ten (10) years experience in risk analysis, loss control, and/or claims management (required)
- Minimum 5+years management experience (required) with responsibility for multiple functions in the field of risk management; senior-level management experience (preferred)
- Excellent oral and written communication skills to explain complex technical data and influence decisions.
- Associate in Risk Management (ARM) or Certified Risk Manager (CRM) required
- Valid Oregon/Washington Driver's License.

SKILLS AND ABILITIES:

- Skilled in the risk management process and administration with the knowledge of basic legal theory in contract provisions and claims management.
- Ability to understand and exercise fiduciary responsibilities with a high emotional intelligence and ability to build trust while maintaining confidentiality.
- Ability to link risk initiatives into critical business drivers; perform risk identification, measurement, and analysis; create valid risk forecasts; determine the cost of risk and advise on options to manage risk.
- Skilled in the legal and compliance components of risk management; financial concepts including budgets, financial statements; human resource concepts including labor agreements, employment practices, compensation and benefits; information technology concepts including data management systems, crisis management and business recovery.
- Ability to prioritize a high and diverse volume of work and make decisions and take actions in a timely manner.
- Ability to demonstrate the Port's commitment to diversity and inclusion.

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6539

Risk Director Supplemental Questionnaire

- * 1. How many years of experience do you have in risk analysis, loss control or claims management?
 - 5-7 years
 - 7-10 years
 - 10 years and more
- * 2. How many years of direct supervision do you have?
 - Less than 5 years
 - 5 years or more
 - More than 5 years
- * 3. Are you an associate in Risk Management (ARM) or a Certified Risk Manager (CRM)
 - Yes No
- * 4. Do you currently hold a valid driver's license?
 - Yes
 - No
- * Required Question