

City of Murfreesboro, TN
Class Title: Risk Manager



Status: Exempt
Class Code: R006

\$98,916.00 Annually
Pay Grade: 124

Non-Safety Sensitive
Revised: 06/12/2024

General Description

The purpose of the Risk Manager role is to develop, implement, and manage risk and loss management programs. These programs are crucial as they are designed to control or reduce potential property/casualty liability or other losses the city may incur. Responsibilities may include evaluating risks and identifying and implementing appropriate responses to determine the need for third-party or self-insurance; selecting third-party insurers; investigating, evaluating, and monitoring liability claims; compile and analyzing financial information; inspecting City facilities for risk and liability and developing and presenting lost control training.

Essential Functions:

Must be able to communicate with others in spoken and written English to ensure the safe and efficient operations of the business.

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensures staff are trained and employees follow policies and procedures; maintains a healthy and safe working environment and makes hiring, termination, and disciplinary recommendations. The Risk Manager will collaborate with the legal department, as necessary.

Oversees data collection and provides the state-required information for the annual, self-insured approval process. Designs and conducts bid requests for insurance products to shift the risk of loss to insurance coverage; compares insurance products to recommend for the needs of the City.

Establishes reserves in workers' compensation and general liability claims to provide information for an actuarial review and have funds for adverse events.

Evaluates injuries to people and damages to property to set reserves and achieve settlement when appropriate. Resolves or denies general liability and workers' comp claims to avoid lawsuits or unnecessary expense. Investigate accidents leading to workers' comp or general liability claims to obtain facts to evaluate future prevention; recommend safety measures to prevent accidents; analyze financial information to determine if reserves exist.


Evaluate risk and identify and implement risk-reducing solutions; assess current insurance policies to determine if additional insurance coverage is necessary; renew policies at expiration.

Assesses the need for third-party or self-insurance solutions; determines if self-insurance is feasible; selects third-party vendors as necessary.

Designs, implements, and facilitates loss control training for employees.

Reviews claims; investigates as necessary; may negotiate or settle claims.

Prepares various operational documents, including training materials, operational records, and/or related documents; maintains related operational database distributed information and documents as necessary; and maintains the confidentiality of sensitive information and protected health information (PHI) per the HIPAA privacy and security rules.

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Additional Duties:

Performs other duties of a similar nature or level as assigned.

Physical Demands:

Performs sedentary work that involves walking or standing sometimes and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Minimum Education, Experience, and Knowledge Requirements:

A bachelor's degree in business or liberal arts is required, supplemented by six (6) years of experience in organizational risk management, including safety and workers' compensation.

At least three years of supervisory experience is required.

Knowledge Required:

- Supervisory principles
- Risk management principles and practices
- Health and safety principles and practices
- Financial analysis principles and practices
- Applicable Federal, State, and local laws, plus regulations such as HIPPA, OSHA, TOSHA, etc.
- Investigation techniques
- Negotiation methods
- Customer service principles

Preferred Education

A master's degree or an equivalent combination of education and experience is strongly preferred to sufficiently perform the essential duties of the job listed above.

Special Certifications and Licenses:

A valid Tennessee driver's license is required

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