



Steven M. Neuhaus  
County Executive

## **RISK MANAGEMENT OFFICER**

Orange County Government

Resumes are being accepted for the vacancy of Orange County's Risk Management Officer. This position has responsibility for determining the need for and procuring all of the various types of insurance coverage and limits for all County operations, including general liability, auto, law enforcement, public officers & employee practices, environmental, professional, aviation, crime, cyber, property and equipment, and special events (e.g., Freedom Fest and N.Y. Airshow). It is also responsible for reviewing all County operations, programs and facilities to identify, analyze, evaluate and correct hazardous conditions that would cause financial loss to the County. The position advises on settlement of legal claims and approves or participates in the approval of the same. In addition, the position involves the procurement and management of third party provider agreements for liability, workers' compensation, and dental/vision insurance. The position supervises Risk Management's administration of various benefits to County employees and retirees, including health, hospitalization, and prescription drugs provided in accordance with County policy and union collective bargaining agreements, as well as interaction with the NYS Department of Civil Service.

The work is performed according to general policies established by the County Legislature and the County Executive with wide latitude allowed for the exercise of independent judgement in relation to the formulation, implementation and monitoring of procedural policies as they relate to liability insurance, safety, programs, employee benefits as well as claims, notices of claims and setting of loss reserves. Work is performed under the general administrative oversight of the County Executive. Supervision is exercised over a support staff of 11 employees.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Master's Degree and two (2) years of experience with a public or private agency involving insurance claims, claims adjustments, or safety loss prevention programs; OR
- (B) Bachelor's Degree or higher and four (4) years of experience as noted in (A) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SALARY RANGE:** \$83,998.58 – 193,279.36 depending on experience. Competitive benefits package includes comprehensive health, dental and vision insurance, long term disability insurance, and NYS Retirement.

Competitive examination is not a requirement for this position.

FINAL CANDIDATE MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

### **SEND RESUME, APPLICATION, AND THREE (3) REFERENCES TO:**

Commissioner of Human Resources  
Orange County Department of Human Resources  
255 Main Street  
Goshen, NY 10924

Or email: [SCHumphrey@orangecountygov.com](mailto:SCHumphrey@orangecountygov.com) \*

\*If the email containing the application is not acknowledged, please call 845-291-2008 to confirm receipt.

### **Open Announcement Until Position is Filled.**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

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