



The City of West Palm Beach seeks a proven, ethical, and results-oriented professional to be the next ...

Risk Manager

Department of Finance
West Palm Beach, Florida





THE COMMUNITY

The City of West Palm Beach is a diverse community situated on the East coast of South Florida and is the County seat of Palm Beach County.

The City of West Palm Beach (pop. 102,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals — is a slice of paradise whose hallmarks are elegance and luxurious comfort.

The Downtown Retail and Entertainment District is a vibrant area. When the sun sets, one can enjoy fine dining by candlelight at one of the many lovely area restaurants.

Every Thursday evening the area comes alive with the award-winning “Clematis by Night” where visitors and locals mingle among arts and crafts vendors while enjoying live entertainment. West Palm Beach is definitely one of the more popular nighttime hotspots.

For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

West Palm Beach also offers family fun, with the Palm Beach Zoo at Dreher Park, the South Florida Science Museum or nearby world-class beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May.

Whether you come for the shining sun or the shining storefronts, the subdued elegance of West Palm Beach is sure to captivate you.

West Palm Beach has transformed itself from a sleepy bedroom town into a burgeoning city—thanks to a thriving downtown that is growing by the day. New civic, cultural and residential projects are popping up all over downtown, spawning millions of dollars more in current and pledged investments. In the past decade, \$1.4 billion has been invested in the City's Downtown Intracoastal Waterway front, which is anchored by two bustling entertainment-retail-residential cores.

With over \$360 million to be spent on the district in the next years and a new “Downtown Always Original” branding campaign that accentuates the different facets of the good life abounding in the area, downtown West Palm Beach is positioning itself for an explosion of private and public projects, with the opening of the new City Center — a governmental center and cultural hub that will bridge the waterfront with downtown at the helm of the renaissance.

Following many multimillion-dollar enhancements to downtown's five-block-long, four-block-wide waterfront Clematis Street District, the area now boasts new streetscapes, crime-prevention programs, a plethora of new public events, and Centennial Fountain — a daily gathering spot for families and children. With 250,000 square feet of retailers, dozens of restaurants and a busy nightlife, the Clematis Street area has, year after year, witnessed significant additions—from the \$3-million waterfront Meyer Amphitheatre, and \$30-million Waterfront development that recently open to the renovated Cuillo Centre for the Arts. More recently, some 200,000 square feet of Class A office space was added—in two stunning mixed-use waterfront buildings with retail, dining and residential

components, too—and more is on the way.

Through an alliance of public and private investments and with the help of an active community contributing to the planning process, the new City Center is now open. The City Center is located in the 400 block of Clematis and includes a new 130,000 square-foot City Hall, new state of the art Library triple the size of the former one and the Palm Beach Photographic Centre and Museum, relocating from Delray Beach.

Just southwest of the Clematis area, CityPlace, the \$550-million, 72-acre entertainment-retail-residential project—its Northern Italian-inspired architecture unfolding 600,000 square feet of specialty retail, 20 destination restaurants, a 20-screen movie theater, 600 residences, a historic cultural center and the 350-seat Florida Stage theater, which is scheduled to break ground this year—has triggered much activity and investment around it.

Across from CityPlace's southern border, the 330,000-square-foot Palm Beach County Convention Center is the site of numerous prestigious events—from boat shows to the multimillion-dollar International Fine Art Exposition. Currently on the horizon is an adjacent 400-room convention center hotel.

Stimulating the remarkable growth of downtown is the area's wide scope of cultural offerings. For years downtown West Palm Beach has drawn visitors and newcomers to its culture-driven locale, which made international news as early as 1992, when the \$55-plus-million state-of-the-art Raymond F. Kravis Center for the Performing Arts, across the street from CityPlace, opened debt-free.





From the Kravis Center to the South Florida Science Museum to the Palm Beach Zoo to the Norton Museum of Art, now the largest art museum in Florida, culture organizations' capital campaigns have reaped tens of millions. Among the newest offerings is Palm Beach County's first major history museum, which is located in the newly renovated 1916 County's Courthouse.

THE CITY GOVERNMENT

West Palm Beach operates under the strong mayor form of government. This system combines the strong political leadership of a mayor, who is responsible for running the affairs of the City, with an elected City Commission.

The City Administrator provides leadership and administrative support to the Mayor in the administration and execution of policies and objectives formulated by the Mayor; develops and recommends solutions to community problems for consideration by the Mayor and City Commission; and plans, develops, and monitors programs to meet current and future physical, social, and cultural needs of the citizens of West Palm Beach.

The City has 1,700 employees and a total budget in excess of \$350 million.

MISSION STATEMENT
**TO ENHANCE AND PROTECT THE
 QUALITY OF LIFE BY PROVIDING
 EFFICIENT AND EFFECTIVE
 CUSTOMER-FOCUSED SERVICES**

THE DEPARTMENT

Risk Management is a division of the Finance Department.

The Risk Management Program aims to:

- Provide a safe environment for employees and the public it serves.
- Prevent and minimize the financial impact losses to the City of West Palm Beach.
- Prevent and minimize the physical losses to City owned properties.
- Reduce the severity and frequency of personal injuries to employees and the public.
- Promote safe work practices among employees.
- Ensure the continuity of service to the residents and visitors of the City of West Palm Beach.

THE POSITION

Reporting to the Director of Finance, the incumbent of this position oversees the day to day activities of the Risk Management Division and directly supervises four positions: one Secretary, two Risk Management Analysts, and one Environmental, Health, and Safety Technician.

The Risk Manager is responsible for administering and supervising Risk Management plans and developing insurance programs. Mitigates risk through comprehensive risk assessment and loss prevention programs and control procedures, compliance with environmental and occupational safety and health rules and regulations.

The incumbent in this position is responsible for coordinating and monitoring insured and uninsured losses; performing specialized research and investigative work preparation to the presentation of court cases or other City action.

This position develops, oversees, and administers the worker's compensation program for the City. Serves as the City liaison with consultants and attorneys to review claims and in mediation, settlement negotiations or trials, contract negotiations, and related committees or meetings.

THE IDEAL CANDIDATE

The next Risk Manager will be a detailed and results-oriented professional with a strong sense of urgency. He/she will be responsible for overseeing and administering the day to day operations of the Risk Management Division.

The new Risk Manager will combine strong technical skills with a strategic focus on loss prevention. He/she must have proven excellent supervisory and administrative skills.

A strong service ethic, desire for a long term relationship with the City and a highly professional approach to problem solving will be found in the successful candidate.

EDUCATION AND EXPERIENCE

The position requires a Bachelor's degree from an accredited college or university with a major in Risk Management or Business Administration and five (5) years of progressively responsible experience in risk management, or any equivalent combination of training and experience. Two (2) years of supervisory/managerial experience, required.

Advanced Public Risk Management Certificate, highly desirable.

A State of Florida valid driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of risk management methods, policies and procedures.
- Knowledge of self insurance funding rules, regulations and procedures.
- Knowledge of federal and state regulatory agency rules and regulations related to environmental, safety and health, labor, worker's compensation and medical leave.
- Knowledge of budget development, monitoring and administration.

- Demonstrated skills in mediating, negotiating, and reaching consensus in contracts or litigation.
- Skill in identifying, developing, and enforcing compliance with environmental or safety and health risks, policies and procedures.
- Skill to lead, facilitate, and advise departments in designing risk management programs within their departments.
- Demonstrated skill in supervising others, communicating effectively with members of the general public, elected officials, and other government agencies.
- Demonstrated skill in utilizing a high level of verbal and written communication for presentations, training, negotiations and guidance for a wide variety of audiences.



Explore the many opportunities available for those who work, live or play in the paradise we call City of West Palm Beach.

COMPENSATION & BENEFITS

Depending on qualifications, the salary range for this position can be within the range of \$70,281–\$105,575. The City of West Palm Beach's benefit package includes:

- Management Benefits Category II: \$2,340 annual incentive allowance, 4 management leave days and \$50,000 additional life insurance policy.
- Health, Dental and Vision Insurance
- Deferred Compensation Plan 401(a) and 457 Plan.
- Life Insurance (equal to one times annual salary)
- Paid holidays
- Vacation/Annual Leave
- Sick leave
- Flexible spending accounts
- And more.

SELECTION PROCESS

The selection process at a minimum, will consist of a General Management In-Basket Assessment process and a behavior-based panel interview process.

Candidates will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification & character references. Successful candidate must have a satisfactory post offer physical, and drug/alcohol screening.

HOW TO APPLY

**Apply on-line using the City of West Palm Beach
Employment site at www.wpb.org**

Applicants must complete a City of West Palm Beach on-line application. Please include cover letter, resume, and salary history as part of your application.

For more information contact:

Sylvia C. Gregory, Compensation and Employment Manager

Department of Human Resources

401 Clematis Street, 3rd Floor

West Palm Beach, FL 33401

Direct line: 561-494-1021

Fax: 561-494-1035

Email: sgregory@wpb.org

Applicants should be aware that applications in Florida become a matter of public record.

**To learn more about the City of West Palm Beach visit our website at
www.wpb.org**

City of West Palm Beach is an Equal Opportunity Employer