



The City of Everett

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

Risk Manager

\$10,409 - \$13,538 / month plus excellent benefits

The City of Everett is accepting applications on an appointive basis for the position of **Risk Manager** in the **Legal Department**.

Why Everett?

Working for City government is personally rewarding for those looking to make an impact at the community level. As an employer, we advocate for employee professional growth, value work-life balance.

The City of Everett is proud to be an Equal Opportunity Employer, and our goal is to recruit and hire capable and engaged job candidates from a diverse range of backgrounds. We are committed to creating and supporting an inclusive and welcoming environment for all employees.

The City provides excellent benefits, including medical, dental, vision, retirement, and basic life insurance plans. Employees will also accrue vacation, sick, and holidays throughout the calendar year. For more information on benefits for this position, click here: [Appointive Benefits](#).

JOB DESCRIPTION:

Under the direction of the City Attorney, administer and coordinate all aspects of the legal, administrative and risk management functions of the city's Legal Department. Responsibilities include manage the city's third-party liability exposure and protect the city's assets, as well as preliminary review of all tort claims, property damage and personal injury claims made against the city. Assign and direct the work of the city's contract claims adjusters and the negotiation of claims under the direction of the City Attorney. Work is reviewed through conferences and on the basis of results obtained.

JOB RESPONSIBILITIES:

Claims & Litigation

- Input claims into claims software and keep up to date.
- Evaluate claims and make claim recommendations.
- Assist outside counsel.
- Negotiate claim settlements within limits of authority.
- Support City Attorney with claims mediation sessions.
- Prepare regular litigation and claims reports.
- Manage and assist in tort claims investigations and in the defense of tort litigation brought against the City.
- Report certain claims to excess liability carrier and provide periodic updates.
- Manage open litigation log including reviewing and monitoring court databases for new and open cases against the City.
- Assist with discovery responses including coordination with other City departments and outside counsel.
- Assist City Attorney prepare periodic litigation reports for Mayor and City Council.
- Comply with MMSEA Section 111 mandatory reporting requirements for self-insurers.
-

Manage Insurance

- Review and recommend insurance requirements in city contracts; review Certificates of Insurance for contract compliance; draft letters of self-insurance to outside organizations; prepare recommendations relative to insurance requirements and bond provisions for parties contracting with the city.
- Manage the renewal process of City insurance programs including strategy development, review and oversight of data collection process, submission development, evaluate retention and limit levels, and negotiate policy language.
- Gather and analyze loss information, prepare recommendations relative to the purchase of insurance or the self-assumption of risk; negotiate with broker in order to obtain necessary coverage at lowest cost for coverage obtained.
- Consult on property insurance claims, large casualty loss notices and placement and renewal of insurance and bond placements.
- Maintain detailed records pertaining to insurance policies and coverages, as well as claims and loss information.
- Read, review, and analyze changes in state and federal legislation as they apply to the areas of insurance; assure that all insurance programs are in conformity with state and federal legislation.
- Identify facilities, conditions, and situations with potential exposure to loss; prepare recommendations and provide assistance in eliminating and/or minimizing loss.
- Collaborate with department leaders, city attorneys and others to perform risk analysis on City contracts, agreements, and permits to establish risk management strategies and insurance requirements.
-

Budget Duties & Financial/Risk Reporting

- Assume fund manager responsibilities for the self-insurance funds and the Legal Department fund; prepare the department budget.
- Prepare note on Risk Management in the annual City Financial Statement.
- Provide financial analysis and reporting related to self- insurance programs.
- Respond to state auditor regarding open claims and as necessary work with actuary to prepare necessary information for the auditor.
- Monitor legal funds and prepare budget advisories as needed.
- Inform Budget office of any significant changes to revenues/expenditures.
-

Other Duties

- Lead and coordinate Legal Department's responses to Public Disclosure Requests.
- Oversight of indigent defense program in coordination with City Attorney, including grant applications and reporting responsibilities.
- Serve as liaison with other departments and divisions as required; represent department in meetings and/or committees as assigned. Provide risk management consulting services to other city departments.
- Communicate risk management topics across City government with diverse audiences.
- Perform related work and special projects as assigned.

For a full description of this position, please see the class specification on the [City's website](#).

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- Bachelor's Degree in Public or Business Administration, or Risk Management with course work in finance and insurance and
- 3 years progressively responsible administrative office experience in a municipal, legal or risk management department with direct experience in, general liability or property damage claims, or loss prevention.
- Professional designation as an ARM, ARM-P, or CRM is desirable.

The City of Everett requires new hires to establish identity and employment authorization in accordance with the Immigration Reform and Control Act of 1986. THE CITY OF EVERETT VALUES A DIVERSE WORKFORCE. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, CREED, NATIONAL ORIGIN, HONORABLY DISCHARGED VETERAN OR MILITARY STATUS, OR SEXUAL ORIENTATION.

"AN EQUAL OPPORTUNITY EMPLOYER" Human Resources Department, 2930 Wetmore Ave., 5A, Everett, WA 98201. Phone (425) 257-8767. Open Monday – Friday 8 am to 5 pm

RECRUITMENT PROCESS:

All interested applicants are required to submit:

- City of Everett online employment application
- Letter of Interest (not to exceed one page)
- Resume (not to exceed two pages)

Candidates will be contacted throughout this process via email and should periodically check their spam folders for messages filtered by their email providers.

PROCEDURES/DEADLINE

Application materials may be accessed via <http://www.everettwa.gov/careers>. **Completed applications must be submitted through the City’s online application system.** INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Filing Opens: 5/16/2025

APPOINTIVE

Open Until Filled

D250XX