

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Assistant City Attorney II/Risk Manager

**EXEMPT
PR**

DEPARTMENT: Legal

JOB SUMMARY:

Assist the City Attorney in the performance of the legal work of the City and assume lead responsibility for civil liability claims and litigation and for the City's loss liability program. This is a full-time position and the person appointed may not engage in the private practice of law while so employed.

SUPERVISORY RELATIONSHIPS:

Reports to the City Attorney. Supervises Claims Specialist.

WORK PERFORMED:

1. Handle all liability claims filed against the City. Supervise the claims adjustment function. Exercise payment/denial authority in accordance with City ordinance. Make recommendations to the City Council regarding claims which exceed Risk Manager's settlement authority.
2. Assume lead litigation responsibility in certain civil matters pertaining to liability as directed by the City Attorney. Acts as principal liaison to Special Counsel and the City's insurers in investigations, settlement and defense of liability claims against the City.
3. Provide support in other litigation as directed by the City Attorney.
4. Manage the City self-insurance program including:
 - a. General liability,
 - b. Worker's compensation,
 - c. Employee health benefits, and
 - d. City property.
5. Perform the risk management function in cooperation with department managers. Identify loss exposures and recommend policies relating to loss prevention, self-insurance and insurance coverage. Provide training for City personnel in loss prevention.
6. Work closely with designated safety representatives in the City, attend meetings of City Safety Committee and assist in the implementation of a comprehensive safety program for the City.
7. Review all major contracts for indemnity and insurance requirements. Review insurance and bond contracts entered into by the City. Principal responsibilities for soliciting and negotiating contracts with insurance brokers, agents and carriers and benefit administration.

- 8. Draft briefs and legal opinions as directed by the City Attorney and as related to areas of responsibility.
- 9. Review changes in the liability status of municipalities and recommend protective measures.
- 10. Assist the City Attorney in the performance of the legal work of the City as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of the law relating to municipal liability, contracts, property rights, worker's compensation and employee benefits.
- Skill in developing, recommending, implementing, and evaluating insurance, self insurance, accident prevention, and other loss control programs.
- Knowledge of municipal law.
- Familiarity with the functions and activities of the departments and divisions of municipal government.
- Exactness and attention to detail.
- Management skills including: Problem analysis; decision making; planning and organizing; interpersonal sensitivity; stress tolerance; and time management.
- Excellent oral and written communications skills.
- Ability to work with City personnel, public officials, and private citizens.
- Knowledge and skill in civil litigation techniques and procedures.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Graduated from accredited law school and member of Washington State Bar.
- Academic emphasis in Business Administration or Public Administration preferred. Academic emphasis in municipal and/or public law desirable.
- Knowledge of, or experience in, municipal and/or public law, risk management, claims adjustment, insurance, worker's compensation, and employee benefits preferred.
- Two years experience in the practice of municipal or related public law preferred.
- Two years experience in civil litigation practice preferred.

PREPARED BY: Patrick Brock
Cliff Fisher
3/21/84

REVIEWED BY: _____
Bruce Disend
City Attorney

REVISED: 10/84
12/86
KSH/DS