



**Contracts and Risk Manager**  
**San Jose/Evergreen Community College District**

**Posting Date:** 02-26-2015

**Closing Date:** 03-29-2015

**First Review Date (if Open Until Filled):** Not Applicable

**Posting Number:** 0010530

**Work Location:** District Office

**Division:** Administrative Services

**Position status:** Full-time

**Academic Position Type:** Not Applicable

**Academic Position Term:** Not Applicable

**Salary Range:** \$86,510 - \$102,522 Annual Salary (Range M20: Management Salary Schedule Fiscal Year 2013-2014 Salary Schedule). Starting placement is generally at Step 1.

**Benefits Available:** Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Management positions also include 22 vacation days, 17 holidays, 12 sick leave days and 6 administrative leave days per year.

**Employment Start Date:** As soon as possible.

**Message from the Chancellor**

Join a team steeped in the 21st Century. Our District is undergoing tremendous transformation fueled by the visionary actions of a Board of Trustees and the contributions of faculty and staff that share common values centered in equity, opportunity and social justice. We clearly acknowledge our responsibility to create a setting supported by a culture of civility and mutual respect. We believe that student success is not a destination but a journey to which we all contribute, and we accept fully the importance of creating a culture that provides academic and student support services that "wrap around" the student. We embrace the social and economic development mission of community colleges as we meet the education and workforce needs of the greater Silicon Valley. If the Silicon Valley is synonymous with the future, the San Jose/ Evergreen Community College District is synonymous with access to that future through educational opportunity. Consider making a difference in that future.

Rita M. Cepeda, Ed.D.  
Chancellor

**Position Summary**

The Contracts and Risk Manager reports to the Director of Fiscal Services at the District Office. This is a full-time management position, 12 month per year position, 40 hours per week, Monday - Friday, 8:00 a.m. - 5:00 p.m.

**Position Purpose:**

Under the general direction of the Director of Fiscal Services or assigned administrator, the Contracts and Risk Manager is responsible for organizing, coordinating, and assisting the Director with negotiating contracts and risk management programs district-wide. The position reviews contracts to assess appropriate legal form to minimize exposure to risk and liability in the event of contract default, and to ensure that the staff, students, public and district's assets are adequately and appropriately protected.

**Duties and Responsibilities:****NATURE and SCOPE**

This position is responsible for developing the risk management budget and determining the allocation of department funds. Works with attorneys, adjusters, and investigators in handling claims and lawsuits against the district, keeps district staff aware of situations that could expose the district to loss of property, liability, and litigation.

**KEY DUTIES and RESPONSIBILITIES****Contracts:**

1. Develop document for contractual agreements between the district/colleges and various vendors including, but not limited to maintenance contracts, service contracts, performance contracts, lease agreements and Independent Contractor Agreements.
2. Explain and interpret rules, regulations, policies, and procedures pertaining to contractual agreements to district personnel and representatives of other agencies.
3. Confer with and advise college officials on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and district policies.
4. Act as a liaison between the district and external agencies, including school districts, city and state governmental agencies.
5. Assist in the resolution of complex problems and issues over contractual interpretations between vendors and users regarding deficiencies in quality of goods or services received by the district, terms and conditions, and completion of projects.
6. Evaluate vendor and product performance as necessary; compare performance to standards, specifications and terms of contracts; take appropriate action; maintain insurance records for active vendors as appropriate.
7. May administer contracts as assigned.

**Risk Management:**

8. Plan, coordinate, manage, and evaluate the functions assigned to the risk management section of the district, including safety, property and liability.
9. Ensure that programs comply with appropriate district, local, state, and federal requirements; work with insurance providers to report and investigate all claims.

10. Maintain records and files on liability and property claims; record communication from attorneys regarding status of such claims.
11. Prepare written material and present oral reports concerned with contracts and risk management for and to District personnel, committees, and Board of Trustees upon request.
12. Participate in the identification of hazards and any safety issues pertaining to all District sites to minimize insurance losses.
13. Assist in the administration of the District's student, liability & property insurance programs and act as liaison between the District and insurance carriers.
14. Instruct employees, students, and the public on student, property & liability accident reporting and claims procedures; inform District employees about student, property & liability insurance coverage and solutions for insurance problems; coordinate and administer P&L malpractice insurance for physicians working at campus health centers.
15. Work with related personnel to ensure proper implementation of safety programs such as Injury and Illness Prevention Program (IIPP), Hazard Communication Program, Chemical Hygiene Plan, Hazardous Materials Business Plan (HMBP), and Spill Prevention Control and Countermeasure Program (SPCC).
16. Advise on matters of safety and environmental health, as well as coordinate specific safety trainings (i.e. forklift training, hearing protection).
17. May serve on the safety related committee at college campuses or as chair on a district-wide committee.
18. Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

#### Knowledge of:

1. Policies, standards, laws, regulations and practices pertaining to risk management, safety, insurance, loss prevention, and multi-lines claims handling.
2. California Education Code, government code and public contract code pertaining to community college operations.
3. Contract law and contract document development.
4. Risk management specializing in liability and property coverage.
5. Principles and practices of large complex organizations with multiple physical locations and building structures.
6. Technology, computers and software commonly used in a modern risk management office environment.

#### Skills and Abilities to:

1. Understand, interpret, explain and apply laws, rules, policies, and regulations.
2. Communicate effectively both orally and in writing, including writing complex reports and presentations.
3. Analyze complex data and information and prepare reports and recommendations.
4. Work effectively with District personnel, contractors and their representatives, and legal advisors.
5. Represent and promote the interest of the District in administration of contract and risk management programs.
6. Handle difficult and sensitive issues and programs and resolve conflicts.
7. Develop and implement strategic planning and management processes.

8. Present solutions to management level with confidence and effectiveness.
9. Work independently with little direction.

**Working Conditions:**

1. Typical office environment.

**Minimum Qualifications:**

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree from an accredited college or university with major coursework in business, public administration, or a closely related field with emphasis on insurance, risk management, or contract law.
2. Three years of experience in risk management, contracts, public administration or law, including interpreting, preparing, assisting in negotiation and processing of contracts.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Desired Qualifications:**

1. Certification as an Associate in Risk Management (ARM) is desirable.
2. Bilingual preferred.

**Job Category:** Executive/Administrative/Managerial

**Classified Position type:** Classified Management

**Classified Position term:** Regular

**Equivalency Information:** Not Applicable

**Application Procedures, Notes and Contact Information**

Interested applicants **MUST SUBMIT ONLINE ALL** of the following materials by the closing date to be considered for the position (<http://apptrkr.com/590295>):

1. A completed online San Jose/Evergreen Community College District **CLASSIFIED APPLICATION**

2. **COVER LETTER**

(Must state how you meet **ALL** the minimum qualifications in **EDUCATION** and **EXPERIENCE** as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)

3. **RESUME**

4. **TRANSCRIPT(S) - NOT DIPLOMAS** - (unofficial or official copies) for stated degrees/coursework and must have the degree confer/award dates (circled). Official transcripts will be required prior to employment start date should the position be offered.

**ABOUT TRANSCRIPTS:** If you do not have an electronic version of the transcript, you can get it scanned at Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.

**IMPORTANT NOTES:**

1. Only complete application materials will be considered (No exception for any or internal applicants). Application materials must include: a. CLASSIFIED/MANAGEMENT POSITION APPLICATION, b. COVER LETTER, c. RESUME, and d. TRANSCRIPT(S) of degrees having confer/award date on the transcript. Attachments must be in word document or PDF. (The criminal history explanation, if any, must be provided and will NOT be forwarded to the screening committee)
2. Incomplete application packet and/or documents received by Human Resources after the closing date will not be considered (No exception for employees or non-employees).
3. Applications not having all required minimum qualifications in education and experience as stated in the Minimum Qualifications section will not receive further considerations.
4. Letters of Recommendation are not required and will not be included in the application packet. Additional documents that are not requested may not be included.
5. DEGREES/COURSEWORKS must have been awarded by a college or university ACCREDITED by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
6. FOREIGN DEGREES/COURSEWORKS: Candidates with DEGREES and CREDITS earned outside of the United States MUST provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with the application. Simple translation of the language on foreign transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.
7. Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
8. Application materials become the property of the district and will not be returned or duplicated for applicants.
9. Travel expenses to attend the interview are the responsibility of the candidate.
10. Meeting the minimum qualifications does not assure an interview.
11. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

For assistance, contact:

Office of Human Resources, Employment Services

40 S. Market Street, San Jose, CA 95113

Phone: (408) 270-6414 Fax: (408) 239-8818

Email: [Hremploymentservices@sjccd.edu](mailto:Hremploymentservices@sjccd.edu)

**Equal Opportunity Employer Statement:** San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status,

medical condition, and physical or mental disability consistent with applicable federal and state laws.

**CONTACT:**

Human Resources/Employment Services, 40 S. Market Street, San Jose, CA 95113, (408) 270-6414.

Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

**About San Jose/Evergreen Community College District**

The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975. The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2014, with enrollment of approximately 16,000 per semester, and an extremely diverse student population (Hispanic/Latino 26%, Black/African-American 4%, Asian/Pacific Islander 25%, American Indian/Native American 1%, White/Caucasian 8%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse management team consisting of 24% Hispanic/Latino, 20% Asian/Pacific Islander, 16% Black/African-American, 20% White/Caucasian, and 20% Others, as well as encouraging applications from all qualified, outstanding applicants.

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