

**Executive Director,
Risk Assessment and Management
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the General Counsel of the Kern Community College District, Executive Director, Risk Assessment and Management is principally responsible for establishing the appropriate level of knowledge regarding the assessment and management of risk in District operations, excluding finance and information technology.

Examples of Duties

1. Development and delivery of training courses in collaboration with the appropriate campus and District office administrators. Identify training needs to ensure accurate data and timelines are met.
2. Monitor and coordinate the overall reporting, maintenance, training, supervision and coordination of the District's risk assessment and risk management strategies and programs, excluding those which apply to finance and information technology.
3. Facilitates the incorporation of risk management principles in District operations and transactions, excluding finance and information technology.
4. Works with the District office and the colleges to prioritize the District response to non-financial and non-information technology risk.
5. Coordinates the design and implementation of an effective compliance and ethics program as specified in the federal sentencing guidelines. This program will be designed to include all areas of District operations except for finance and information technology.
6. Reviews District-wide progress in designing and implementing the compliance and ethics program and risk mitigation measures in all areas of District operations except for finance and information technology. Provides recommendations to District staff based on this progress review.
7. Provides recommendations to Business Services regarding contract strategies for risk mitigation and avoidance.
8. Provides training and ensures that all appropriate staff and students have been properly advised of their rights, responsibilities and obligations for Federal and State mandatory programs.

Examples of Duties (continued)

9. Perform related duties as assigned.

Minimum Qualifications

- Bachelor's Degree required, from an accredited college/university or the equivalent, in Business Administration, Public Administration, Risk Management or a related field. Master's degree or Juris Doctor preferred.
- Five years of related experience including experience working in a team oriented organizational environment in a highly regulated activity or industry. Experience working in a California Community College District or other California higher education institution preferred.
- Experience which demonstrates sensitivity to and understanding of the diverse cultural, socio-economic and ethnic backgrounds of college students, staff and individuals with disabilities.

Licenses and other requirements

- Satisfactory completion of pre-employment physical assessment
- Satisfactory completion of pre-employment drug testing

Knowledge and Abilities

Knowledge of state and federal codes and statutes as they relate to compliance issues within the California Community College System; principles of supervision and practices; and principles and procedures of record keeping and report writing.

Ability to interpret appropriate laws and regulations; work cooperatively within a team environment; work effectively with local, state, and federal public service and regulatory agencies; and work effectively and harmoniously with colleagues, students, and others.

Must have a demonstrated attitude and record of service and concern for the well-being and safety of others.

Working Conditions

Environment: Office/Field

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements. Travel throughout the Kern Community College District is required.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a Classified Administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

*Revised 4/14/14
Revised 10/13/14
Revised 10/27/14
Revised 2/19/15*

