



## Human Resources

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# Risk Management Administrator

JOB CODE	JOB FAMILY	PROFILE
<b>JCM429</b>	<b>Business Services &amp; Support</b>	<b>Risk Management Administrator</b>
PAY TYPE	PAY RANGE	REVISION DATE
<b>Salary</b>	<b>\$78,582.00 - \$124,093.00</b>	<b>April 2, 2026</b>

The Risk Management Administrator assists in planning, developing, reviewing, and coordinating the County's risk management programs, insurance coverages, and claims processes. Provides oversight of workers' compensation, general liability claims, subrogation initiatives, and departmental interactions with internal and external stakeholders. Supervises administrative activities, including assigning tasks, evaluating performance, defining objectives, and maintaining departmental policies and guidelines. Manages employee lifecycle functions including hiring, training, coaching, performance evaluation, and disciplinary actions.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Provides high-level administrative support for risk management programs and projects.
- Directs and coordinates the actions of assigned Risk Management claims sections to ensure efficiency, effectiveness, and compliance with industry's best practices.
- Conducts fiscal impact and cost/benefit analyses; implements continuous improvement initiatives in claims, subrogation, and risk and safety programs.
- Ensures compliance with federal, state, and local regulations, as well as internal policies related to risk management.
- Develops, reviews, and updates policies, procedures, rules, and regulations for departmental operations.
- Researches, prepares, and submits reports that address County needs and priorities; coordinates countywide efforts related to risk management.

- Oversees the preparation of agenda items and represents the department before the County Commission and other entities.
- Ensures effective operations within assigned sections to enhance service delivery to County employees and the community.
- Assists with reviewing and approving commercial insurance programs, including applications, claims handling, certificates of insurance, and training.
- Provides oversight of insurance tracking systems and ensures staff are trained in related procedures.
- Serves as acting Director in the absence of the Director of Risk Management.
- Ensures the development, communication, training, and implementation of the Department's Emergency Operations Plan (EOP); assigns roles and ensures execution of emergency procedures for employee and public safety.
- ***\*The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, or a related field.
- Nine (9) years of work experience in Risk Management.
- Four (4) of those years in the insurance industry.
- Two (2) years of experience in a managerial role.

***\*Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### PREFERENCES

- Experience includes work in claims, underwriting, and insurance coverage lines.

## SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Some duties may be performed outdoors with exposure to natural weather conditions.
- Indoor work surfaces are typically even and may be carpeted or tiled.
- Stairs may be used in indoor work environments.
- Outdoor surfaces may be even or uneven, wet or dry, and may include asphalt, concrete, or natural ground.

## EQUIPMENT, TOOLS, AND MATERIALS

- Regularly uses standard office equipment such as a telephone, computer, copy machine.
- Handles files, forms, reports, various documents, and a range of basic office supplies in the performance of essential duties.
- Uses first aid kits, oxygen equipment, fire extinguishers, and other safety equipment as needed.
- Operates a county vehicle as assigned.
- Works with a variety of administrative materials including paperwork, reports, writing instruments, and other standard office supplies.