Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Insurance and Risk Management Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM429	**Business Services & Support**	**Insurance and Risk Management Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**October 5, 2026**

The Insurance and Risk Management Administrator assists in planning, developing, reviewing, and coordinating the County's risk management programs and insurance coverages across all department sections, including Records Management. Leads the procurement and renewal of commercial insurance policies; ensures appropriate insurance requirements and language are incorporated into all RFBs, RFPs, Agreements, MOUs, and other County contractual documents. 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 department sections including Risk Management to ensure efficiency, effectiveness, and compliance with industry’s best practices.
- Conducts fiscal impact and cost/benefit analyses; implements continuous improvement initiatives in risk management 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, certificates of insurance, and training.
- Review and establish insurance requirements for all County solicitations and contractual documents, including RFBs, RFPs, Agreements, MOUs, and similar instruments to ensure appropriate coverage language and minimum limits are incorporated countywide.
- 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.
- Maintain the County's schedule of insurance, including policy inventories, expiration tracking, and coverage gap identification across all lines.
- Serve as the department's subject matter expert on contractual risk transfer, including additional insured requirements, indemnification language, and waiver of subrogation provisions.
- Coordinate with the County Attorney's office and Purchasing department on insurance-related contract deficiencies or disputes.
- Ensure compliance with New Mexico public records retention requirements and coordinate records management operations, including retention schedules and coordination with the County Clerk's office.
- ***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 and/or in Commercial Insurance to include four (4) years in the insurance industry.
- Two (2) years 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.