



CITY OF SHREVEPORT

RISK MANAGER

Risk Manager
City of Shreveport, Louisiana

Wage/Salary: \$105,000-\$125,000

Date Posted: Friday, January 20, 2023

Date Closing: Monday, February 20, 2023

Job Description

The City of Shreveport, Louisiana (estimated population 184,000) is seeking a Risk Manager. Shreveport is located in the northwest corner of Louisiana and anchors the Ark-La-Tex region, which contains almost 400,000 persons. Shreveport is the transportation and medical hub for northwest Louisiana and portions of east Texas and south Arkansas.

Shreveport's Risk Manager is responsible for a number of governmental functions, among them the development and administration of programs to mitigate financial losses, working with department heads and staff to implement programs to maintain employee safety, procuring and managing the City's various forms of general liability, property and casualty and worker's compensation insurance and working with the City Attorney and contracted attorneys to provide information necessary to defend, and where required, pay claims made against the City. The Risk Manager reports to the City Attorney, who directs the legal operations of the City, but must be able to work effectively with the entire City leadership team. The position serves as a vital part of the Mayor's administration. Mayor Tom Arceneaux, who serves in a full-time capacity, began his first four-year term on December 31, 2022. He is eligible to serve two terms.

The position's incumbent has resigned, effective January 31, 2023.

Shreveport has an annual operating budget of \$595.7 million, including \$296.3 million in its General Fund. The Risk Manager is a part of the Retained Risk Fund, which includes funding for the City's insurance premiums, as well as the funds necessary to manage, defend and pay all claims against the City. At present, the Risk Manager staff consist of six employees, although this may be modified at the discretion of the City Attorney within normal budget processes.

The Mayor has recommended a salary range as indicated above for this position. Actual salary amounts, both at employment and thereafter, are negotiated directly with the City Attorney.

This position requires a bachelor's degree in business administration, public administration, public policy, insurance or a related field and a minimum of five years of progressively responsible experience in the supervision of a comprehensive risk management and loss control program, or an equivalent amount of education and experience.

This position is open until filled and applicants will be reviewed after the closing date of this notice. It requires City Council confirmation, which generally adds about a month to the hiring process.

Applicants who do not already live in the Shreveport area will be expected to reside inside the City limits within a year of employment. Applicants from outside the area who have no family or other ties to the Ark-La-Tex area are less likely to receive favorable consideration during the review process.

Qualified applicants are asked to submit their cover letter, resume and qualifications to Riskapplications@shreveportla.gov. For further information, please contact Tom Dark, Interim CAO, at tom.dark@shreveportla.gov or Zelda Tucker, Interim City Attorney, at zelda.tucker@shreveportla.gov.