

# Insurance Services Manager

## Position Details

Class Code: 2112

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction of the Director or designee, participates in the determination, development, and implementation of districtwide property and casualty insurance and risk financing programs that provide maximum protection to Clark County School District (CCSD) assets at the lowest possible cost.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, develops, and recommends policies, regulations, and operational procedures pertaining to the CCSD insurance and risk financing programs.
2. Prepares bid specifications for insurance policies after researching risk, updating all underwriting information, and determining exposures and limits.
3. Develops appropriate insurance requirements and language for contracts, lease agreements, and professional service agreements.
4. Develops suitable property and casualty insurance and risk financing programs that best protect the CCSD.
5. Analyzes insurance binders, policies, and endorsements to ensure compliance with insurance specifications.
6. Analyzes the CCSD claim, loss, and accident history, including student injuries, and determines risk exposures faced by the CCSD.

7. Supervises and directs the work of assigned section staff including the preparation of the CCSD real property, vehicles, and equipment schedules.
  8. Examines all bid proposals and prepares written analyses of proposals, as directed.
  9. Reviews insurance premium billings for accuracy and develops CCSD cost allocation factors.
  10. Assists in the development of risk control and cost reduction strategies that help to reduce, eliminate, control, or transfer CCSD loss exposures.
  11. Assists other CCSD departments/divisions with their insurance reporting requirements and risk issues.
  12. Assists in the development of new insurance programs and/or risk finance methods including research of risk exposure and collection of underwriting information.
  13. Evaluates extent of liability in the scope of services and commodities procured by the CCSD through the review and analysis of bid specifications, requests for proposals, and emergency procurements.
  14. Reviews contracts for insurance purposes and monitors/evaluates appropriate insurance certificates for vendors and others doing business with the CCSD.
  15. Represents Risk Management at pre-bid conferences and selection/negotiation meetings.
  16. Acts as an advisor for CCSD-sponsored special events and activities (Job Fairs, Back to School Fairs, Staff Development Days, etc.) and makes presentations to other departments and divisions concerning insurance requirements.
  17. Reviews incoming Certificates of Insurance for compliance in accordance with established requirements and verifies the financial condition of insurers.
  18. Informs CCSD employees of insurance/reporting requirements and related responsibilities.
  19. Oversees issuance of Certificates of Insurance for the CCSD self-insured plans when requested by outside entities.
  20. Maintains and updates the risk management and insurance reference library.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves working independently with minimal supervision to reduce the CCSD loss exposures through the appropriate use of insurance best practices and risk financing programs.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Comprehensive knowledge of the principles/practices of property/casualty insurance and risk management as applied to public entities.
  2. Comprehensive knowledge of the content and meaning of information contained in insurance policies which cover a variety of tasks.
  3. Comprehensive knowledge of common contract and business laws as they apply to the review process of contracts and leases, as well as in risk management principles and processes.
  4. Knowledge of indemnification agreement language and procedures.
  5. Knowledge of insurance laws, including those of the Nevada Revised Statutes (NRS), and their application to public entities.
  6. Knowledge of bid specification preparation and bid analysis techniques.
  7. Knowledge of complexities of the insurance industry and the market cycle in which it operates.
  8. Knowledge of insurance industry underwriting standards and procedures.
  9. Knowledge of computer systems and applications, including database management systems (Excel, Access, etc.) and risk management software.
  10. Ability to understand legal documents and contracts regarding insurance requirements and insurance language.
  11. Ability to develop insurance requirements and language for contracts and lease agreements to ensure compliance with requirements.
  12. Ability to perform complex mathematical computations and statistical analyses.
  13. Ability to communicate clearly and concisely, both verbally and in writing.
  14. Ability to judge when to act independently and when to refer matters to an administrator.
  15. Ability to plan, direct, and coordinate the work of subordinates.
  16. Ability to establish and maintain effective working relationships with employees, students, parents/guardians, the general public, and other agencies.
  17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent, (General Educational Development (GED), foreign equivalency, etc.).

2. Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in Risk Management, Public Administration, Business Administration, Finance, or related field; and
3. One (1) year experience in liability/commercial insurance and/or risk management. \*

\* Verifiable experience as an intern while working in risk management or insurance will be given consideration.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Advanced degree or graduate certificate in Risk Management, Public Administration, Business Administration, Finance, or related field.
2. Professional designation from American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA) or comparable internationally recognized designation.
3. Certification in risk management, insurance, business, or finance.
4. Completion of courses in risk management, insurance, claims, business, or finance.
5. Administrative experience relating to insurance company operations.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (foreign equivalency, etc.).
2. College transcript(s) from an accredited college, university, or trade school, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD sites and facilities. Extensive travel to and from CCSD locations and other agencies.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force up to 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and frequent electrical shock hazards.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, scanners, handheld and two (2)-way radios, video equipment, digital cameras, 35 MM cameras, tape recorders, binoculars, cellular phones, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 04/16/2024
- Created: 12/02/08