



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**\* See NOTE below.**

**TITLE:** Risk Management and Safety Program Coordinator

**LOCATION:** General Services

**OPENING DATE:** September 29, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-51GS

**SALARY RANGE:** Depends on Qualifications with *excellent benefits package*

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** The purpose of this classification is to perform responsible administrative work in planning, developing, coordinating and administering the Town's comprehensive Risk Management and Safety Program functions.

**QUALIFICATIONS:** Requires an Associate's degree with course concentration in Business Administration, Finance, Public Administration or a related field; supplemented by three (3) years of experience in a safety-related position; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

**SPECIAL REQUISITES:** Excellent MS Word and Excel skills strongly preferred.

**LICENSES:** Must have a valid driver's license.

**\*NOTE: Must submit cover letter and resume along with application to be considered for this position.**

**\*\* Full job descriptions are available upon request. Please call 901-457-2296. \*\***

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.