



## 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 15, 2020

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN20-50GS

**SALARY RANGE:** DOQ 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. The safety program responsibilities include directing the actions of a safety committee and performing regular safety audits and inspections. Risk management responsibilities include processing liability and property insurance claims, preparing renewals, and monitoring trends.

**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.

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

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

**\*NOTE: You must submit a 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.