



# Lewis County Employment Opportunity

Department: **Risk**

| Position: **Risk & Safety Administrator**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 28: \$5,611 – \$7,547/mo (DOQ)**

Posting Opens: **February 5, 2017**

Closing Date: **Open until filled**

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## DEPARTMENT / OFFICE

This position is in the Lewis County Risk Management Department  
351 NW North St, Chehalis WA.

## POSITION SUMMARY

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County Risk Management Department; administers County risk management programs; advises County officials regarding risk-related matters; and supervises assigned personnel.

See [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) for complete job description and requirements.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Human Resources Department**  
351 NW North St.  
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the first review.

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**Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.**

### NOTE:

The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of education as required**

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All application materials must be received in the Human Resource Department. Applications may be emailed to [daleyn.coleman@lewiscountywa.gov](mailto:daleyn.coleman@lewiscountywa.gov) or faxed to 360-740-1494.

## MINIMUM REQUIREMENTS

Bachelor's Degree in Risk Management or a closely related field; AND five (5) years' experience managing risk management operations.

Certification as an Associate in Risk Management (ARM) issued by the Insurance Institute of America and a valid Driver's License are required.

**Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.**

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