

##  CITY OF PIGEON FORGE

**ADMINISTRATION DEPARTMENT**

**Position Title:** Risk Manager, Full-Time

**Starting Pay:** $62,712.00/Salary

**Benefits:** The City currently provides the following: 100% City paid individual and Family insurance benefits, long-term disability, life insurance, various paid leaves such as vacation, personal, wellness, sick, bereavement and holidays, and 457 retirement plan (match by City up to 5%).

**Job Description:** This position will provide professional and administrative work involving managing risk exposures to the city and other human resource related functions for the City of Pigeon Forge. Activities associated with the job include, but are not limited to:

* Responsible for identifying risk exposures within governmental operations, assessing potential impact of the risks, evaluating likelihood of occurrence, and developing appropriate measures to control, limit, and finance the risk exposures.
* Develops and implements programs within organizational policies; reports major activities to executive level administrators.
* Oversight of worker’s compensation claims, Drug & Alcohol Program, safety and new hire training.
* Provides assistance to city departments and offices with employee related questions and issues and COVID administration.

# Minimum Qualifications: Graduation from an accredited four year college or university with a B.A. Degree in Risk management, Human Resource Administration, Business Administration, or closely related field; a minimum of three years of related experience; extensive knowledge of OSHA rules and regulations; workers compensation administration, HIPAA regulations; American with Disabilities Act; Excellent organizational, interpersonal, decision making and computer skills; possess a valid Tennessee Driver’s License.

**How to Apply:** A City of Pigeon Forge Employment Application is required for consideration of open positions. An electronic application is available on our website, <http://www.cityofpigeonforge.com/human-resources.aspx>. Paper applications may be picked up at City of Pigeon Forge Administration Department, 3221 Rena Street, Pigeon Forge, TN 37863. **Mail applications to:** City of Pigeon Forge- Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d). The City is a Drug-Free Workplace, and all applicants are subject to a background and credit check, driving history check, and drug testing in accordance with City policy.

**Closing Date: 9/9/21**