

Class Concept

Positions in this class plan, direct, and coordinate the State's program for insuring public school properties against loss or damage by fire, lightning, extended coverage's (windstorm, hailstorm, aircraft, riot, vehicle, smoke, explosion resulting from defects in equipment), and against all risk of direct physical loss subject to the provisions and stipulations established with the approval of the State Board of Education as required under the General Statutes and Public School Laws. Work includes establishing operational policies and practices, setting financial requirements, and establishing rules, regulations and rates necessary for the direction of the program. Positions in this class supervise and review the work of engineers and technicians involved in inspecting, investigating, evaluating, and surveying school property relative to risk prevention in order to provide insurance coverage within a cost-effective rate structure. Positions in this class supervise support and administrative staff. Work is subject to review and evaluation through post-audits, written reports and the analysis of the soundness of the insurance program by superintendents of the local school administrative units and the presidents of institutions of the community colleges system.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of risk management and insurance standards and the principle and practice of the property insurance industry with some basic knowledge of building construction, evaluation/appraisal and loss control and prevention techniques.
- Ability to communicate effectively with others to obtain desired results.
- Ability to exercise judgment and discretion in establishing and applying a wide-range of policies and procedures.
- Ability to plan, assign, and supervise the work of employees.
- Ability to establish and maintain effective working relationships with a variety of departmental and educational system personnel.

Minimum Education and Experience

Bachelor's degree in business administration, insurance, or general engineering and six years of experience in insurance related work involving property underwriting, claims adjusting, or building inspections and evaluation including two years of supervisory experience; or an equivalent combination of training and experience.