

DEPARTMENT: RISK MANAGEMENT
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 26, 2026

FLSA Status: Exempt/Executive

INSURANCE PLANS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for the administration of all insurance plans including the County's Property and Casualty, General Liability, Worker's Compensation Programs and the Health Insurance programs as assigned. The position is stand-alone and the incumbent has no supervisory or other responsibility for any staff. The incumbent collaborates with the Risk Manager and Third Party Administrators (TPA) as necessary. General direction is received from the County Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers all County insurance programs to include evaluating the contractual performance of the Third Party Administrators and insurance carriers;
2. Provides guidance and recommendations to limit risk of loss to properties, physical assets, and human capital as they pertain to claims management, insurance, and self-insurance programs;
3. Collaborates with the Risk Manager and Third Party Administrators as necessary;
4. Provides guidance and recommendations regarding health insurance options contained in the County's self-insured plan;
5. Provides advice with respect to Workers Compensation claims and issues;
6. Assists in the defense and settlement of tort claims and other matters brought against the County or by the County;
7. May assist the County Attorney with negotiating claim settlements in certain instances and coordinating subrogation efforts;
8. Provides reports and recommendations to Niagara County leadership as requested;
9. Collaborates with the Healthcare Plan Consultant to oversee all County insurance programs to include evaluating the contractual performance of the Third Party Administrators and Insurance Carriers;
10. Assists, when necessary, the Healthcare Plan Consultant in administering a County-Wide Self-Insured Workers Compensation Pool Plan which includes Cities, Towns, Villages, School Districts and the County;
11. When assigned, ensures county pursues subrogation against responsible third parties on auto physical damage losses involving county vehicles;
12. Prepares and reviews reports and makes recommendations to the Legislature on an annual basis summarizing self insurance costs and insurance premiums for the year by major category;
13. When assigned, assists with the investigation of claims by gathering data and cost information needed to document property losses;
14. Drives to and attends meetings and visits and inspects county worksites.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the terminology, types of policies, and characteristics of various types of insurance and basic concepts of risk management and asset protection programs; thorough knowledge of employee health insurance programs, including self-insured plans; good knowledge of occupational safety and health statutory and/or regulatory requirements; good knowledge of insurance underwriting; good knowledge of practices, procedures, and terms used in insurance claims administration; working knowledge of investigative techniques; working knowledge of medical terminology; working knowledge of the Workers Compensation Law and Workers Compensation administrative procedures; familiarity with Workers Compensation administrative decisions, interpretations, and case law; skilled in using modern software applications including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to analyze evidence or testimony; ability to analyze and present statistical data related to risk and insurance coverage; ability to compile data and prepare reports; ability to establish effective working relationships with others; ability to present ideas clearly both orally and in writing; ability to understand and interpret tabular material; ability to maintain confidentiality; resourcefulness; initiative; dependability; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

CONTINUED

INSURANCE PLANS ADMINISTRATOR

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Master's Degree in a business related field and two (2) years of supervisory experience in Risk management; property and casualty claims functions; life and health insurance administration; contract preparation, award and administration; or related risk/insurance activities; **OR**
2. Bachelor's Degree and four (4) years of supervisory experience in Risk management; property and casualty claims functions; life and health insurance administration; contract preparation, award and administration; or related risk/insurance activities.

SPECIAL REQUIREMENTS:

Possession of a New York State driver's license at the time of appointment and for duration of employment.

NOTE:

Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;