Trindel Insurance Fund
Loss Prevention Program Coordinator
Budget Request

Position Description

DEFINITION

The Loss Prevention Program Coordinator, under the general supervision of the Trindel Insurance Fund Executive Director and the Director of Loss Prevention Programs, provides support and assistance to the Director of Loss Prevention, HR Consultant and Safety and Loss Prevention Analyst(s) as well as member counties for their occupational safety, property and liability loss prevention programs.

The Loss Prevention Program Coordinator accomplishes this by coordinating Loss Prevention Program activities through administrative functions and activities. The Loss Prevention Program Coordinator works in cooperation and collaboration with the Trindel Loss Prevention staff and other appropriate staff members to meet those needs.

This position may provide additional work related opportunities for professional advancement on a case-by-case basis within the Trindel organization.

ESSENTIAL DUTIES (*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*):

- Coordinate and Manage Loss Prevention/HR schedules, travel and related work activities,
- Manage/Coordinate multiple Outlook Calendars,
- Coordinate/Manage/Organize Loss Prevention/HR Meetings,
- Point of initial phone contact for Loss Prevention Department,
- Update and monitor Trindel Loss Prevention webpage and information,
- In coordination with Loss Prevention department members, edit, design, develop and create training and presentation materials,
- Design, develop, and create any/all required reports in support of the Loss Prevention program,
- Work in close coordination of the Workers Compensation Department to provide critical Loss Prevention data,
- Monitor/manage Leadership Safety Training Program data base, assign logon information for member counties,
- Organize and maintain accurate Loss Prevention files, correspondence, budget information and travel,
- Strong customer service orientation that is professional, personable and effective in relationship building.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **Abilities required for the essential duties:**
- Excellent work organization skills,
- Excellent interpersonal and communication skills,
- Ability to perform detail oriented work,
- Strong, editing, writing and comprehension skills,

- Ability to manage multiple priorities,
- Ability to travel for meetings.

Skills required for the essential duties:

- A working knowledge of common computer word processing, spreadsheet and presentation software (MS Word, MS Excel, MS Power Point, etc.),
- A working knowledge of social media and multimedia software,
- A working knowledge of MS Access or similar database functions,
- General knowledge and understanding of local government structure and process,
- Knowledge and experience in office management and organization,
- Strong verbal and written communication skills for effective phone, email and related interpersonal work assignment or functions,
- Ability to travel to remote work locations, conferences and meetings on an as needed basis,
- Ability to work in an open office setting with a strong “team first” orientation,
- Ability to sit for extended periods of time while using office equipment such as personal computer, copier/printer and other related general office functions,
- Research skills,
- Social media and multimedia design experience,
- Public speaking/presentation skills,

Education & Experience required for the essential duties:

- BA degree desired in related field: Communications, Marketing, Human Resources, Industrial Psychology, Health & Safety, Organization Development or a combination of education and work experience will be considered.
- Two or more years in a staff or customer service function or closely related field and experience.

Possession of or ability to obtain by the time of appointment, a valid California class C driver’s license

Loss Prevention Program Coordinator		
Computer	$ 4,000.00	Added to #8000
Workstation	$ 3,000.00	Added to #8000
Misc. supplies	$ 500.00	Added to #7900
Recruitment	$ 3,000.00	Added to #5900
Salary (1/1/15 hire date)	$ 18,500.00	Added to #7010
Loss control funds	$ 1,300.00	Added to #5805
Benefits (1/1/15 hire date)	$ 6,475.00	Added to #7920
Travel costs	$ 1,200.00	Added to #7700
LPPC Start-up Total	**$ 37,975.00**	