

Safety and Risk Improvement Adviser

Department:	Safety and Risk Improvement
Reports to:	Safety and Risk Improvement Manager
FLSA Status:	Exempt (Not eligible for overtime)
Deadline:	August 21, 2026

Primary Objective of Position

The Safety and Risk Improvement Adviser provides professional consulting services in safety and risk improvement to local governments. Under the direction of the Safety and Risk Improvement Manager, this position is responsible for conducting on-site visits with IMWCA members, advising municipal officials on safety programs, analyzing loss exposures, and assisting in the development and implementation of risk improvement strategies. Additionally, the adviser investigates and analyzes workplace incidents to identify trends and recommend corrective actions.

Essential Functions

The following duties are illustrative and do not encompass all tasks. Additional or similar duties may be assigned as needed.

- Provide expert safety and risk improvement consulting services to city councils, county boards of supervisors, and upper management, enhancing risk management strategies while reducing financial risks for IMWCA.
- Assess and recommend improvements for safety practices, policies, and procedures across diverse workplace environments.
- Stay up-to-date on safety and risk improvement trends, continuously applying new developments in the field through ongoing education and training.
- Conduct comprehensive risk assessments, including:
 - Facility and departmental safety hazard evaluations.
 - Identification of loss trends, risk exposures, and high-risk claims based on workers' compensation loss data.
- Investigate workplace incidents, analyze causes, and recommend corrective actions to improve workplace safety.
- Prepare and present written reports to municipal officials detailing risk assessments, findings, and recommendations.
- Deliver engaging training programs to IMWCA members on safety, risk management, and loss prevention best practices.

- Present to large groups, including city councils, board meetings, and safety training sessions.
- Conduct underwriting risk assessments for new applicants, providing recommendations for membership eligibility.
- Collaborate with underwriting teams to evaluate risk selection and ensure proper pricing strategies.
- Manage workload independently, prioritizing new business and renewals based on deadlines set by the Safety and Risk Improvement Manager.
- Represent IMWCA at industry events, including professional conferences, training seminars, and the Iowa League of Cities Annual Conference.
- Extensive in-state travel required, with occasional out-of-state travel.

Non-Essential Functions

- Supports the planning and execution of the annual League conference, ensuring effective representation of the safety and risk improvement department.
- Serve on internal League organizational committees as assigned.
- Perform other duties as assigned.

Performance Expectations

- Thorough knowledge of IMWCA products, services, and workers' compensation insurance.
- Comprehensive understanding of local government operations and associated safety and risk management challenges.
- Ability to build and maintain professional relationships with municipal officials, IMWCA members, agents, and service providers.
- Strong analytical skills to assess risks, identify trends, and recommend practical solutions.
- Effective communication skills (verbal and written) to convey technical information to diverse audiences.
- Proficiency in technology, including claims management systems, Microsoft Office Suite, and risk assessment software.
- Capability to work in variable outdoor conditions while conducting on-site safety assessments.
- Ability to wear personal protective equipment (PPE) as required by workplace environments.

Knowledge, Skills, and Abilities

Knowledge

- Extensive knowledge of workers' compensation insurance and municipal risk management.
- Strong understanding of IMWCA's products and services.
- In-depth expertise in safety and loss control principles.
- Familiarity with governmental entity operations and regulatory compliance.

- Proficiency in computer systems and productivity software.

Skills

- Strong analytical skills to assess risk exposures and develop mitigation strategies.
- Excellent verbal and written communication skills for interacting with a diverse range of stakeholders.
- Public speaking and training facilitation skills to deliver engaging presentations.
- High-level organizational and time management skills to prioritize workload effectively.

Abilities

- Ability to build and maintain strong professional relationships with IMWCA members, agents, and service providers.
- Ability to operate a computer, learn new software programs, and analyze data efficiently.
- Ability to travel extensively within Iowa with some out-of-state travel as needed.
- Ability to work outdoors in variable temperatures while conducting on-site assessments.
- Ability to wear personal protective equipment (PPE) as required.

Minimum Qualifications

- Minimum three (3) years of experience in local government, safety, and risk improvement, or a combination of both.
- Completion of some college coursework (Associate's degree preferred).
- Working knowledge of safety and risk improvement practices in local government settings.
- Ongoing acquisition of technical knowledge in loss control, safety, and governmental risk management through training and experience.
- Valid Iowa driver's license with a clean driving record (must be insurable).
- Ability to travel extensively in-state with occasional out-of-state travel.

Preferred Qualifications

- Prior experience in workers' compensation claims management.
- Direct experience working with municipalities or public entities.
- Strong public speaking and presentation skills.
- Well-developed organizational and time management skills.
- Positive attitude with a commitment to customer service excellence.
- Certifications (Preferred but Not Required):
 - Associate in Risk Management (ARM)
 - Certified Safety Professional (CSP)

■ OSHA 30-Hour Certification

Supervisory Responsibilities

None.

Work Conditions

Material and Equipment Involved

- Use of motor vehicle, Personal Computer, Multifunction Printer, Copier, Scanner, Cell Phone, Camera, Decimeter, and other audio-visual equipment.

Work Environment & Physical Activities

- Extensive travel throughout Iowa, with limited out of state travel. Approximately one day per week dedicated to office meetings and administrative tasks.
- Work involves moderate daily fatigue due to travel and site visits.
- Work may involve moderate stress during peak periods or when managing high-risk accounts.
- Occasional interactions may require tact and professionalism in handling difficult or stressful situations with the public.

Conditions of Employment

- Must comply with all organizational and departmental policies.
- Ability to handle moderate levels of stress, particularly when engaging with the public in challenging or high-stakes situations.
- Must be able to navigate difficult interpersonal interactions with professionalism and tact.
- Work volume and pace may vary based on project demands and member needs.
- Must maintain a valid driver's license with a clean driving record.

Notice

Iowa League of Cities is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive work environment and do not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status, or any other characteristic protected by applicable law. All employment decisions are based on qualifications, merit, and business needs.

Iowa League of Cities is committed to ensuring equal employment opportunities for individuals with disabilities. If you require reasonable accommodation during the application or interview process, please contact us at (515) 974-5325 and we will work with you to accommodate your needs as required by law.

Apply

To apply, please submit your resume and cover letter to shannonbusby@iowaleague.org by August 21, 2026.