

#16-08-The Oklahoma Insurance Department has an opening for an Insurance Services Field Representative. The salary range is \$50,000 to \$60,000. **Submit résumés to [angie.powers@oid.ok.gov](mailto:angie.powers@oid.ok.gov).** This position is open until filled.

### **DEFINITION**

Under supervision of the Insurance Services Office (ISO) supervisor, this position is responsible for educating fire departments, 911 call centers, city officials and water departments on more effective fire suppression methods. This position is also responsible for educating consumers on how fire protection affects insurance rates.

### **DUTIES AND RESPONSIBILITIES**

- Marketing, networking and educating through State and regional fire schools, conventions, workshops, county meetings, rural fire coordinator's, county commissioners, insurance agents, city council meetings, water associations, and fire boards.
- Write news articles for publication through Oklahoma State Firefighters Association (OSFA) and Oklahoma Municipal League (OML).
- Presenting information to the public in forms of speeches, forums, town hall meetings, etc.
- Develop and retain a strong working relationship with ISO.
- Conduct meetings to assess apparatus, apparatus uses, recommend modifications and design more effective performance.
- Train fire personnel on pump and equipment operations, assess equipment carried and used, recommend additional equipment needed
- Assess and make recommendations on personnel protective equipment.
- Review satellite pictometry of community to identify major target hazards and research prior ISO history
- Review district boundaries, hydrant and fill point locations
- Review department records, which include, training records, maintenance records, pump hose and ladder testing.
- Assist in preplanning and advise on strategy and tactics for specific target hazards.
- Assist in flow testing of water systems and explain ISO paperwork and terminology, along with ISO point evaluation.
- Assist departments in receiving recognition for accomplishments.
- Actively look for ways to improve department efficiency and effectiveness.
- Significant amount of in-state travel required, and potentially some out-of-state on rare occasions.
- Other duties as assigned.

### **KNOWLEDGE AND SKILLS**

Qualified applicants must have excellent writing skills and the ability to organize data and information into a cohesive, comprehensive report, as well as the ability to create required reports for our agency as well as the departments visited through ISO. Must have excellent organization skills and the ability to organize time efficiently to meet critical deadlines as part of long-term projects. Working knowledge of the Oklahoma Insurance Department and the complex interactions with federal, state and local agencies would be beneficial.

Qualified applicants must exhibit excellent verbal and written communication skills with an emphasis in non-invasive communication skills and techniques to assist with positive interactions with the public. Must exhibit willingness to follow directions, capable of organizing and prioritizing day-to-day activities and possess critical thinking and decision-making skills. Have the ability to organize time efficiently, maintain effective working relationships with individuals and organizations and have the ability to handle confidential information with discretion. A qualified candidate must be able to work independently with minimal supervision. Must have experience with Word, Excel, Outlook, along with being up to date on using the newest technology.

### **EDUCATION AND EXPERIENCE**

A minimum of 10 years' experience as a firefighter.

Individual may be required to pursue NAIC designations as job duties require.

**NOTE:** Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check. Individual may be required to pursue NAIC designations as job duties require.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at [http://www.ok.gov/opm/HR\\_and\\_Employee\\_Services/index.html](http://www.ok.gov/opm/HR_and_Employee_Services/index.html)

EEO