



Position Title: Chief, Aviation Risk Management & Support Services

Department: Aviation

Job Opening Number: 102568

Salary: Min: \$81422.15 – Max: \$140115.77

Advertisement Dates: 8/20/2026 to 9/3/2026

MINIMUM QUALIFICATIONS:

Bachelor's degree. A minimum of three to five years of professional administrative experience in the management of casualty and property insurance to include developing and preparing insurance requirements and specifications, risk management, reviewing surety and performance bonds, to include supervisory experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. Experience with cost and damage recovery, and public records management is highly preferred.

RECRUITMENT NOTES:

This position is responsible for managing, organizing, and processing casualty and property insurance to include developing and preparing insurance requirements and specifications, risk management analysis, and reviewing surety and performance bonds for the Miami-Dade Aviation Department airports. The position will oversee, coordinate and work with insurers, third-party claims administrators' premium, self-insurance, construct management Owner Control Insurance Programs, safety administration, as well as review cost and damage recovery, and oversee the department's public records management database system. The incumbent will direct the recruitment, discipline, attendance, grievances, Standard Operating Procedures (SOPs), budget, audits, and performance evaluations for employees which consists of professionals, semi-professionals, and clerical to ensure compliance with all department, federal, state, local employment rules, policies, and procedures. This role includes administering, managing, overseeing, and monitoring an annual expense budget of approximately \$14 million dollars.

Apply online by **September 3, 2026**, at www.miamidade.gov/jobs, using Job Opening Number 102568.