



CITY OF SANTA FE

The City of Santa Fe is looking for its next

RISK AND SAFETY COMPLIANCE OFFICER

THE CITY OF SANTA FE

THE COMMUNITY

Nestled in the foothills of the Sangre de Cristo Mountains, Santa Fe is a city like no other—rich in history, culture and creativity. As the nation’s oldest capital city, Santa Fe blends a deep multicultural heritage with a vibrant contemporary arts scene. Home to more than 250 galleries, world-renowned events like the Santa Fe Indian Market and the International Folk Art Market, the city has earned its distinction as a UNESCO Creative City. From adobe architecture to award-winning cuisine, every corner of Santa Fe reflects its diverse influences, spanning Indigenous, Spanish, and Anglo traditions.

Santa Fe is known as one of the most unique and captivating cities in the country, thanks to its commitment to preserving historic buildings and cultural traditions. A zoning code adopted in 1958 requires the distinctive Spanish-Pueblo architectural style, inspired by traditional adobe and wood construction. This approach helps protect Santa Fe’s unique charm, character, and rich cultural heritage—making it a truly special place to live, work, and visit.

Santa Fe
#THECITYDIFFERENT



Beyond the arts, Santa Fe offers an unparalleled quality of life for outdoor enthusiasts. At 7,000 feet in elevation and with 320 days of sunshine a year, residents enjoy year-round recreation—from skiing at Ski Santa Fe to hiking, biking, and fly-fishing in the 1.6-million-acre Santa Fe National Forest. Whether you’re drawn to the city’s cultural vibrancy, breathtaking landscapes, or welcoming community, Santa Fe truly lives up to its name as The City Different.

WORKING FOR THE CITY OF SANTA FE

Santa Fe’s vibrancy isn’t just found in its art, culture, and breathtaking landscapes—it’s also reflected in the people who help shape and sustain it. The City of Santa Fe is home to a dedicated team of more than 1,400 public servants who work every day to keep this unique and thriving community running. From preserving its historic character to delivering essential services and fostering innovation, City employees play a vital role in shaping Santa Fe’s future while honoring its rich past.

Working for the City of Santa Fe means being part of something bigger—an organization that values community, creativity, and collaboration. Whether you’re improving public spaces, enhancing city services, or supporting cultural initiatives, your work has a meaningful impact on residents and visitors alike.



THE RISK AND SAFETY DIVISION



THE DIVISION

The mission of the City of Santa Fe's Risk Management and Safety Division is to support a safe and healthy workplace for all employees and a safe City environment for visitors through collaboration, communication, and professionalism. The division works hand-in-hand with all City departments to efficiently identify, manage, and mitigate hazards, reduce the frequency and severity of injuries and claims and to comply with regulations. By delivering high-quality training, conducting thorough workplace evaluations, and offering technical assistance and customer service, the risk management and safety division plays a vital role in protecting both the well-being of employees and visitors, and the financial integrity of the City.

"We work together to create a safer workplace—identifying, managing, and reducing risks—so every City of Santa Fe employee can thrive."



THE POSITION

THE ROLE

The Risk and Safety Compliance Officer is a key executive position with the City of Santa Fe, serving as a senior advisor to the City Manager and leader of the Risk and Safety Division. In this high-impact role, you will lead, develop, and manage the City's risk management, workplace safety, and compliance operations. This includes overseeing citywide training, implementing policies to mitigate liability, coordinating with regulatory agencies, managing workers' compensation, and preparing the City for audits and legal compliance. Your work will directly influence the City's operations, financial security, employee well-being, and public safety and trust.

As a division leader, you will coordinate risk and safety strategies across all departments, supervise staff, administer policies, lead training initiatives, ensure compliance with OSHA and other regulatory standards, and serve as a key liaison between internal and external stakeholders—including legal counsel, third-party administrators, and regulatory authorities.

THE IDEAL CANDIDATE

The ideal Risk and Safety Compliance Officer is a seasoned, strategic thinker with extensive experience in municipal risk and safety management who enjoys improving processes and change management. You are equally comfortable navigating regulations, leading a team, and presenting complex information in a clear and professional manner.

ESSENTIAL RESPONSIBILITIES

- » Develop and enforce citywide safety, risk, and compliance policies and procedures.
- » Coordinate and lead safety training programs (OSHA, DOT, FTA, new hire, defensive driving, etc.).
- » Manage and coordinate workplace and vehicular accident investigations, root cause analysis, and corrective actions.
- » Oversee workers' compensation claims and return-to-work processes in coordination with departments and providers.
- » Administer federally mandated drug/alcohol testing programs and maintain regulatory compliance.
- » Review insurance needs, coordinate policy renewals, manage provider relationships and oversee procurements, and budget planning.
- » Coordinate audits, surveys, and performance reviews while preparing detailed written and statistical reports.
- » Supervise and mentor staff, conduct evaluations, resolve workplace conflicts, and support professional development.
- » Actively monitor updates to laws and safety standards and implement changes to ensure the City's ongoing compliance.

KEY TRAITS FOR SUCCESS

- » **Leadership & Coaching:** You inspire teams through empowerment, accountability, and clear guidance while fostering a culture of safety and continuous learning.
- » **Risk Management Expertise:** You have in-depth knowledge of workplace safety protocols, self-insured programs, insurance processes, OSHA and DOT regulations, and workers' compensation.
- » **Strong Communicator:** You write policies, reports, and training materials clearly and effectively. You're confident presenting to senior leaders, employees, or third-party providers.
- » **Resilient & Solutions-Oriented:** You stay calm under pressure, adapt to changing regulations, and approach problems with a strategic, forward-thinking mindset.
- » **Detail-Oriented & Analytical:** You thrive in evaluating data, identifying trends, and using insights to improve safety systems, manage risk, and reduce incidents.
- » **Collaborative & Diplomatic:** Whether mediating conflicts or coordinating with multiple departments, you build trust and credibility across all levels of the organization.

[See the full job description.](#)

COMPENSATION & BENEFITS

Annual base salary range \$84,893.31 - \$123,095.30 based on qualifications and experience.

The City of Santa Fe offers a comprehensive and competitive benefits package designed to support employee well-being, work-life balance, and long-term financial security.

Paid Time Off & Work-Life Balance

- » 11 paid holidays per year, plus one additional half-day holiday
- » One personal holiday and one day of wellness leave annually
- » Up to two hours per week of Physical and Mental Fitness Leave
- » Generous annual and sick leave accruals based on years of service
- » Flexible work arrangements available for eligible employees

Health & Wellness

- » Medical, dental and vision insurance options with City contributions toward employee and dependent premiums
- » Choice of In-Network, Out-of-Network Premium, Core, or HRA plans
- » Employee Assistance Program (EAP) for confidential mental health, legal, and financial support
- » Wellness Program with incentives to encourage healthy living
- » Flexible Spending Accounts (FSA) for medical and dependent care expenses



Life & Disability Insurance

- » Life insurance
- » Accidental Death & Dismemberment (AD&D) coverage at no cost
- » Short-term and long-term disability insurance for added income protection

Retirement & Financial Planning

- » Public Employees Retirement Association (PERA) pension plan
- » Deferred compensation plans to enhance retirement savings

[See the full benefits guide.](#)



QUALIFICATIONS & REQUIREMENTS

A strong candidate will have a proven ability to administer risk programs, conduct legal and insurance assessments, and manage health and safety programs with measurable results.

EXPERIENCE AND EDUCATION

- » Bachelor's degree in business, finance, economics, public administration or related field.
- » Six years of experience in the administration of health, safety, insurance or risk management programs.
- » Two years of supervisory experience is desired.
- » One year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS

- » Must possess a valid driver's license.
- » Must obtain and maintain a City of Santa Fe driving permit within three months of hire.

HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at Talent@TripepiSmith.com

Candidates will be screened for qualifications on a rolling basis, while this position remains open until filled. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

