Job Description

Job Title:	Coordinator Business Continuity	**Grade:**	K
Department:	Security	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provide professional, specialized skills in business continuity planning, project management, problem analysis and resolution. The position will serve as the back- up Emergency Manager during emergencies and perform related duties as required.

Characteristic Duties and Responsibilities:

1. Assist business units with business continuity plan and development and maintenance.
2. Recommend and assist with implementation of recovery strategies during a business disruption.
3. Coordinate business continuity and all hazard plan maintenance, updates, and exercises.
4. Train business unit administrators and key staff in mitigation, preparedness, response, and recovery procedures.
5. Serves as the back- up Emergency Manager and coordinates Emergency Operation Center activity.
6. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Executive Director Security and Emergency Management

Direction Given: Supervision of assigned staff

Minimum Requirements:

Associate Degree from a regionally accredited institution; at least 2 years of related experience

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2010

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Preferred Qualifications:

CBCP Certified

Knowledge, Skills, Abilities and Worker Characteristics:

Experienced in higher education, business continuity, disaster recovery, COOP or emergency management

Excellent written and oral communications skills

Strong listening and verbal communication skills

Supervisory skills

Ability to work with individual from diverse cultures

Working Conditions:

Typical office environment

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