Job Description

Job Title:	Director Business Continuity and Emergency Management	**Grade:**	N
Department:	Enterprise Risk Management	**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:

The Director will lead the development and maintenance of the Business Continuity Program strategy, methodology, and approach; will establish and implement emergency preparedness, response and disaster recovery process and procedures.

Characteristics Duties and Responsibilities:

1. Initiate and manage Business Impact Analysis and Risk Assessment across the College and prepare detailed documentation. Lead the development of Business Continuity Plans (BCP) across the College.
2. Works collaboratively with units in determining critical business processes, identify acceptable recovery time periods and establish resources required for the successful resumption of critical business processes in the event of a significant disruption.
3. Plans, schedules, and coordinates testing of critical resources including alternative site recovery, incident management and communications.
4. Plans and maintains an up-to-date Emergency Management and Business Continuity website and serves as liaison between CPCC and various emergency response agencies.
5. Plans, organizes, evaluates, and direct the implementation of CPCC's emergency preparedness and disaster recovery programs and procedures and provides technical expertise and strategic leadership in disaster recovery.
6. Develops a network a relationships across the College to aid in ownership of plan creation and on-going monitoring of plans.
7. Develops project plans including requirements, risks, schedules for testing; monitor, analyze and communicate emerging risks and trends.
8. Develops awareness programs regarding emergency preparedness, disaster recovery, and business continuity throughout the College.
9. Conduct Quarterly meetings with BCP owners, first responders and insurance providers ensuring plans are updated and available to management teams in event of emergency.
10. Other duties as assigned.

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. May 2014

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Reporting Relationships:

Direction Received: Reports to Executive Director, Enterprise Risk Management
Direction Given: Provides direct-line supervision of assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business Administration or related and four years of experience; certification in Associate in Risk Management (ARM), Project Management Professional (PMP), or Certified Business Continuity Professional (CBCP)

Knowledge, Skills, Abilities, and Worker Characteristics:

- Extensive knowledge of business continuity planning, disaster recovery, emergency management, information technology, business interruption and business operations best practices, principles and strategies
- Extensive know how in developing and maintaining business continuity plans, conducting business impact assessments and organizing and overseeing business continuity exercises
- Proven Project Management capabilities; Demonstrated facilitation and collaboration skills
- Ability to communicate and interface with diverse groups (both internal and external)
- Detail oriented with strong problem-solving and analytical abilities; Ability to identify potential impacts of business risk and manage those risks effectively. Ability to plan and execute multiple projects simultaneously meeting established deadlines and overall project objectives
- Excellent written and oral communication skills
- Applied knowledge of operational processes and industry best practices of risk and assessment.

Working Conditions:

Typical Office Environment

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