

JOB TITLE
DISASTER RECOVERY
ADMINISTRATOR

DIVISION
ADMINISTRATION

REPORTS TO
MANAGER TECHNICAL SUPPORT

SALARY SCHEDULE & GRADE
II, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
FEBRUARY 25, 2008

SCOPE OF RESPONSIBILITIES

Ensures the security and integrity of data, data systems, and data networks across the entire organization which includes designing and implementing disaster recovery processes and business continuity procedures for re-establishing servers, databases, and operating systems in the event of a disruption, both minor and catastrophic. Performs and analyzes disaster simulations for the prompt restoration of services, and conducts security audits where required.

PERFORMANCE RESPONSIBILITIES

1. Ensures integrity and confidentiality of the district Active Directory, email, SIF, Collaborative Portal and central data storage implementations.
2. Develops all technology security policies and procedures, including those for end users, network procedures, and legal compliance.
3. Conducts risk assessments and business impact analyses to identify vulnerable areas within the District's critical functions.
4. Recommends and implements disaster avoidance strategies and impact reduction strategies.
5. Confers with Information Technology department and other key personnel to determine if changes in hardware or software configurations affect disaster recovery plan outcomes.
6. Directs and coordinates staff efforts to formulate department-specific disaster recovery plans.
7. Oversees enforcement of policies and procedures for system security administration and user system access, based on industry-standard best practices.
8. Conducts research on emerging products, services, protocols, and standards in support of contingency planning and development efforts.
9. Develops and establishes disaster recovery procedures for the restoration of mission-critical business applications in the event of natural disasters, technical failures, power outages, and human interference.
10. Manages and coordinates all aspects of actual recovery plan implementation and efforts, including initial emergency response, recovery procedures, and business resumption processes.
11. Develops, implements, maintains, and oversees enforcement of policies, procedures and associated plans for disaster recovery administration and business continuity based on industry-standard best practices.
12. Performs other duties as assigned by the Manager Technical Support.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field
2. Three (3) years experience managing enterprise information security systems
3. Broad hands-on knowledge of disaster recovery planning and other industry-standard techniques and practices including server virtualization and server consolidation
4. In-depth knowledge of all types of disasters, natural or otherwise, and their effect on company technologies
5. Knowledge of applicable practices and laws relating to data privacy and protection

DESIRABLE QUALIFICATIONS

1. Master's degree in computer science
2. Experience managing network and direct attached storage devices

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