

Job Description Language Suggestions

The following language is meant as a guide for organizations when crafting job descriptions for their Continuity Personnel.

Job Title: Continuity Coordinator

General Description

Performs highly complex to advanced (Journey to Senior level) continuity planning. Work involves developing or maintaining the agency continuity program; developing procedures for implementing plans, providing training for plans, and testing plans; and developing procedures for measuring progress. Works under general to minimal supervision with moderate latitude for the use of initiative and independent judgement.

Examples of Work Performed

Helps to develop and identify continuity of operations plans, emergency management plans, and disaster recovery plans to ensure continuity of operations and government principles.

Coordinates and communicates with other areas within the agency and with external stakeholders to verify continuity plans and applicable contracts. Keeps plans and contracts updated regularly.

Identifies potential program risks and difficulties and designs strategies to mitigate or avoid them.

Creates documentation procedures to capture and deal with changes in original plan design and specifications.

Develops continuity awareness materials to keep agency personnel aware and informed of their roles in the event a disaster is declared.

Submits approved documents for SORM's review timely and in compliance with submission requirements.

Researches and prepares technical material for planning contracts and reports on planning projects.

Advises agency officials on industry compliance and best practices; and planning problems and phases of comprehensive planning projects.

Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials from other agencies.

Conducts regular trainings and testing of continuity of operations plans.

Serves as liaison with federal, state, and local agencies to coordinate continuity activities, plans, and services.

Performs related work as assigned.

General Qualifications Guidelines

Experience and Education

Experience in continuity of operations planning a plus. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration of planning, formulation, coordination, and implementation methodologies; and of continuity of operations concepts.

Ability to analyze and evaluate planning materials and to communicate effectively.

Able to communicate and present to more senior managers without undue tension; can determine the best way to get things done with them by talking their language and responding to their needs.

Communicate effectively in written and verbal mode to form and maintain relationships.

Registration, certification, or licensure

May require certification in continuity of operations planning by the Federal Emergency Management Agency (FEMA) or other similar certification within a year of hire.

Job Title: Continuity Program Manager

General Description

Performs advanced and Supervisory or Managerial (Senior-Level) continuity planning and continuity program management work. Work involves developing or maintaining the agency continuity program; developing procedures for implementing plans, providing training for plans, and testing plans; and developing procedures for measuring progress. Supervises the continuity program to ensure all submission requirements are met, and the program maintains relevance with current COOP standards. May supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

Examples of Work Performed

Develops and identifies continuity of operations plans, emergency management plans, and disaster recovery plans to ensure continuity of operations and government principles.

Coordinates and communicates with other areas within the agency and with external stakeholders to verify continuity plans and applicable contracts. Keeps plans and contracts updated regularly.

Identifies potential program risks and difficulties and designs strategies to mitigate or avoid them.

Creates documentation procedures to capture and deal with changes in original plan design and specifications.

Develops continuity awareness materials to keep agency personnel aware and informed of their roles in the event a disaster is declared.

Submits approved documents for SORM's review timely and in compliance with submission requirements.

Researches and prepares technical material for planning contracts and reports on planning projects.

Advises agency officials on industry compliance and best practices; and planning problems and phases of comprehensive planning projects.

Monitors participation in continuity program activities and assists agency officials in matters related to the plans and programs.

Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials from other agencies.

Conducts regular trainings and testing of continuity of operations plans.

Serves as liaison with federal, state, and local agencies to coordinate continuity activities, plans, and services.

May prepare continuity of operations budgets.

May supervise the work of others.

Performs related work as assigned.

General Qualifications Guidelines

Experience and Education

Experience in continuity of operations planning. Graduation from an accredited four-year college or university with major coursework in planning, business or public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration of planning, formulation, coordination, and implementation methodologies; and of continuity of operations concepts.

Ability to analyze and evaluate planning materials, to communicate effectively, and to supervise the work of others.

Able to communicate and present to senior managers without undue tension; can determine the best way to get things done with them by talking their language and responding to their needs.

Communicate effectively in written and verbal mode to form and maintain relationships.

Registration, certification, or licensure

Requires certification in continuity of operations planning by the Federal Emergency Management Agency (FEMA) or other similar certification.