

PURPOSE OF THE CLASSIFICATION: Under general direction performs as the technical expert designing, defining, planning, developing, and coordinating the implementation of the disaster recovery and business continuity for the enterprise, including identification of key data and business entities, the relative inter-dependencies, systems standards, and governance methodologies; and other related assigned duties.

ESSENTIAL TASKS:

- Provides enterprise level leadership and architectural direction and guidance for large scale Information Technology (IT) projects, creating a future vision of the City's disaster recovery and business continuity
- Develops, maintains, and implements business continuity, crisis management, disaster recovery strategies and solutions, including risk assessments, business impact analysis, strategy selection, and documentation of Business Continuity (BC) and Disaster Recovery (DR) procedures
- Plans, conducts, and debriefs regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly
- Analyzes impact on, and risk to, essential business functions or information systems identifying acceptable recovery time periods and resource requirements
- Analyzes corporate intelligence data identifying trends, patterns, or warnings indicating threats to security of people, assets, information, or infrastructure
- Creates or administers training and awareness presentations or materials, including scenarios to re-establish operations from various types of business disruptions
- Identifies opportunities for strategic improvement or mitigation of business interruption and other risks caused by business, regulatory, or industry-specific change initiatives
- Develops IT Disaster Recovery plans and Continuity of Operations Plans (COOP) determining the required process to mitigate potential impacts and restore normal operations to organizations impacted by human-caused or natural outages or disasters
- Supervises staff supporting IT architectural initiatives and administers related budget and planning functions
- Assists with building Cyber Resilience strategies and driving transformations for clients
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of one-hundred and twenty (120) hours from an accredited college or university; **and,**
(b) Six (6) years of experience in information technology disaster recovery, business continuity, project management, engineering, or architecture in a medium to large organization relevant to the essential tasks listed in this job description; **or,**
2. (a) Completion of sixty (60) hours from an accredited college or university; **and,**
(b) Eight (8) years of experience in information technology disaster recovery, business continuity, project management, engineering, or architecture in a medium to large organization relevant to the essential tasks listed in this job description

Knowledge, Abilities, and Skills: Comprehensive knowledge in all phases of application technology and multi-tier and service-oriented architectures; comprehensive knowledge across business related applications, security and multiple technologies and integrated interactions; comprehensive knowledge of

enterprise class networking, server, storage, and data center recovery solutions; and comprehensive knowledge of cloud-based disaster recovery and business continuity solutions. Ability to define architecture standards at the enterprise level; ability to perform research and analyze complex issues providing effective solutions; ability to demonstrate technical expertise and business acumen, influencing business decisions; ability to train and supervise subordinate personnel engaged in technical architecture work; ability to manage through ambiguity, organizing information from multiple sources; ability to interface with customers and technical staff, mediating customer requirements with system capabilities, providing optimal business value; ability to manage IT projects, testing, documentation and planning; ability to define and articulate complex system and data flows to departmental and City leaders, demonstrating strong leadership skills; ability to deliver results while working with remote, virtual, and cross-functional teams without direct authority, ability to prioritize multiple complex tasks, working under stressful conditions with multiple directives; and the ability to utilize the highest level of interpersonal skills in order to understand, select, develop and motivate internal and external customers.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, smelling, and twisting; and speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; remote and telecommuting supported for this position and may require from travel to various City locations to meet with internal and external customers.

EEO Code: E-02

Group: Clerical and Administrative

Series: Data Processing and Information Services