

NORTHERN BUCKEYE EDUCATION COUNCIL – For the MCOECN
JOB DESCRIPTION

FILE 44.00

Title: MCOECN DISASTER RECOVERY PROJECT FACILITATOR

Reports to: The Chief Operating Officer (COO) of the [mc•tsg](#).

Job Objective: Promotes, provides, or facilitates disaster recovery services to customers of the [mc•tsg](#).

Minimum

Qualifications:

- Experience and/or training in disaster recovery services is desired. Training or experience in performing hardware and software implementations and administration is also desired.
- A Bachelor's Degree in Information Technology or a related field is desirable. Good organizational and interpersonal communication skills are required.
- A record free of criminal violations that would prohibit employment in the public sector.
- Supports the goals and philosophy of the organization.
- Maintains a professional image and high level of integrity.
- Complies with drug-free workplace rules and board policies.
- Meets staff development requirements by obtaining mandated Continuing Education Units (CEU's).

Essential

Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the Disaster Recovery Facility operated by the [mc•tsg](#), providing customers with a single point of contact, guidance in the use of the facility, and assistance in planning and testing disaster recovery strategies.
- Works with the COO of the [mc•tsg](#), committees, and other entities to develop policies, procedures, and best practices for the operation of the Disaster Recovery Facility.
- Facilitates and schedules the testing of disaster recovery plans by customer organizations.
- Plans for the maintenance and replacement of equipment staged at the Disaster Recovery Facility to act as "Hot Site" equipment in the event of a disaster.
- Acts as the primary contact and services facilitator when a customer of the [mc•tsg](#) declares a disaster.
- Promotes the use of the Disaster Recovery Facility and associated services among customers of the [mc•tsg](#).
- Upholds board policies and follows administrative guidelines/procedures.
- Respects privacy. Maintains the confidentiality of privileged and sensitive information.
- Keeps current with technology, workplace innovations, and obtains relevant training that support job functions.
- Maintains open and effective communications. Promotes the organization's mission, philosophy, and vision. Serves as an information resource as needed.
- Cooperates with all MCOECN personnel as well as with the public.
- Pursues personal growth opportunities to enhance performance and advance organizational goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities

Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and helps resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.

- Supports teamwork and a positive work environment.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and MCOECN policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Performing repetitive tasks and using a computer keyboard/monitor for prolonged periods.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Management Council Ohio Education Computer Network (MCOECN). The Management Council Ohio Education Computer Network (MCOECN) is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The Management Council Ohio Education Computer Network (MCOECN) reserves the right to revise and/or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied employment contract.