

Disaster Recovery Coordinator Position

The Southwest Florida Regional Planning Council is currently seeking a Disaster Recovery Coordinator with emphasis on Business Continuity and Recovery. This is a two-year grant funding position. The Disaster Recovery Coordinator will work with local governments to ensure Southwest Florida is more economically resilient in the future. The goal of the program is to provide direct assistance to the local governments and businesses in navigating and accessing the myriad of resources available from multiple entities to aid in recovery and resilience efforts after a natural disaster. This position is responsible for managing the overall development of advance arrangements and procedures to ensure that governments and businesses can respond to a disaster in such a way that the critical business functions can be resumed within a defined time frame, the amount of loss can be minimized, and any stricken facilities can be repaired or replaced as quickly as possible.

Responsibilities:

- Understand all resources available through Federal and State Agencies to assist with recovery and communicate to local governments, businesses and agencies
- Perform risk analysis for governments and businesses to identify points of vulnerability
- Recommended disaster avoidance and reduction strategies
- Analyze environmental and equipment configurations for critical resources
- Evaluate the safety and protection of vital records
- Recommend improved backup capabilities
- Identifies existing and required redundancy levels to accommodate critical systems and functions
- Determines how long (recovery time frame) a system can be unavailable before the situation becomes intolerable
- Establish resources required for the successful resumption of business operations in the event of a disaster
- Assess the ability of external service providers to meet the required recovery time objectives
- Analyze outside products and services for use before, during, and after a disaster situation
- Assist with contracts for debris removal and other needed assistance
- Help area residents with relocation assistance
- Prepare a cost analysis, including a cost matrix, of relative cost to recovery trade-offs based on various recovery alternatives
- Identify and document the costs associated with each alternative
- Documents and recommends effective recovery strategies
- Determines the potential levels (scenarios) of disasters, such as short-, intermediate-, and long-term outages
- Assist with developing the recovery team structure
- Work with management to determine team assignments
- Other duties as may be required, assigned, and expected

MINIMUM QUALIFICATIONS

Bachelor's Degree and three (3) years of directly related experience in an economic development, business administration, community development planning, or a related field.