Job Description

Job Title: Information Security Officer and Director Network Services  
Grade: O

Department: Information Technology Services  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Develops and implements a campus-wide security program that supports campus-wide use of information technology, including security policies, practices, standards and programs. Develops and executes effective security awareness programs. Provides oversight and direction to the network services area within ITS.

Characteristic Duties and Responsibilities:

1. Develops, implements, maintains and evaluates security policies, practices, standards and procedures; develops and maintains a written information security plan.
2. Coordinates the development and execution of effective security awareness programs to educate the users on the ethical and secured use of information technology resources.
3. Investigates possible violations of security and coordinates response to computer and network security incidents to include, but not be limited to, notification of incidents to the appropriate administrators, and law enforcement if necessary.
4. Develops and coordinates procedures to ensure confidentiality, integrity, and accessibility of data and software; conducts routine audits of these procedures.
5. Works closely with the network and programming staff on the identification and implementation of appropriate security software and hardware.
6. Keeps abreast of changes to existing and proposed state and federal legislation and regulatory laws pertaining to information system security and privacy. Keeps management aware of the regulatory changes that will affect information privacy, information processing and/or security standards and techniques.
7. Works with other units on campus as appropriate to formulate and promulgate campus wide "best practices" and standards for security and access control to data and information systems.
8. In conjunction with the Associate Vice President and Chief Information Officer, authorizes security tests or security scans affecting information systems resources.
9. Advises senior members of the college administration periodically on status of information security and confidentiality conditions including problem areas and recommended enhancements on security issues and/or events.
10. Builds a network with security professionals and colleagues at other higher education institutions and in industry regarding broad information security issues and trends.
11. Provides direction and supervision to the staff assigned to the Network Information Systems (NIS) group; develop, plan and implement goals and objectives and assists with strategic plan relating to the network infrastructure for the college.
12. Manages near- and long-term projects undertaken by the NIS group.
13. Directs staff and systems resources as needed to maintain the operational efficiency of the ITS department.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

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15. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to Associate Vice President and Chief Information Officer  
Direction Given: Direct supervision as a first-line supervisor over professional, technical and administrative support staff as assigned

Minimum Requirements:
Bachelor’s degree in computer science or related field; 4 years of information security related experience, 6 years of experience in information technology and 1 year of management experience in network services; certification specific to information security by a nationally recognized organization

Knowledge, Skills, Abilities and Worker Characteristics:
Demonstrated knowledge of information systems management at an advanced-level  
In-depth knowledge of security policies, procedures and practices in a complex networking environment  
Knowledge of federal and state regulations relating to privacy and security of information  
Proven ability to mentor and transfer knowledge to others  
Knowledge of programming languages, web tools, scripting languages, database design, and operating systems  
Knowledge in LAN fundamentals and remote access troubleshooting, including network interface connection and user installation  
Knowledge of network topologies, LAN administration, servers and network architecture, TCP/IP, Apple Talk and other protocols and other technologies depending on the operational needs of the department  
Knowledge and ability to plan and manage a budget  
Advance project management skills  
Ability to develop a vision for adopting emerging technologies to achieve college goals and objectives  
Knowledge of program specification, designing, testing and prototyping  
Excellent oral and written communication skills and ability to effectively communicate with a diverse user group of students, faculty and staff  
Excellent analytical and troubleshooting skills  
Demonstrated ability to work independently and manage time effectively by utilizing work and project plans to meet deadlines  
Ability to lead and motivate others  
Ability to effectively manage time and organize  
Strong communication skills, team and customer-oriented focus  
Ability to maintain effective working relationships with those contacted in the course of work  
Ability to maintain a customer focus in providing technology services

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Working Conditions:
Typical office environment; may occasionally lift lightweight objects up to 15 lbs. and may experience minor discomfort from frequent use of a computer terminal; infrequent bending and twisting at the waist, pushing, kneeling, stooping and reaching overhead; exposure to electrical hazards; travel between buildings on campus and between campuses; very infrequent travel out of town; some weekend and evening work hours.