

Title: Information Security Officer
PG: 63
Status: Civil Service
Position Reports to: Designated Supervisor
Department: City Manager's Office

Class Code: 3079
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible administrative and technical work in the management and development of computer and automated system security policies and procedures. Work is performed with considerable independence within technical guidelines and procedures. Work is reviewed by an administrative supervisor through conferences, reports and results obtained.

ESSENTIAL FUNCTIONS:

1. Manage development and implementation of security policy, standards, guidelines and procedures to support an enterprise-wide approach to the security of IT assets and computer systems.
2. Assist in the investigation of security breaches and assist with disciplinary and legal matters associated with such breaches as necessary.
3. Coordinate security goals and activities with technology users and technical staff.
4. Participate on cross-functional project teams to ensure security.
5. Develop security configuration for network and wireless LANs, PC's, servers, laptops, and handheld devices.
6. Develop security configuration for remote access via dial-in, VPN, or other means.
7. Develop security requirements for application development.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.
2. Monitor activity logs to identify security breaks (intrusion detection).
3. Remain current on new viruses, hardware and software security patches, and known system vulnerabilities to ensure proper policies and procedures are current.
4. Review physical security of computer related facilities to ensure restricted access.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the operating characteristics, capabilities and limitations of a computer and its peripheral equipment.
2. Extensive knowledge of systems design and programming techniques.
3. Extensive knowledge of current practices and development in the field of computer and automated systems.
4. Knowledge of the principles of supervision and administration.
5. Ability to plan, direct and coordinate the work of technical subordinates.
6. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

This position requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in information systems, computer science, or a related field.
2. Three (3) years of progressive experience in computing and security, including Internet technology and security issues.
3. Experience with disaster recovery planning, testing, auditing, risk analysis, TCP/IP firewalls, VPN's, wireless, UNIX systems and security, communication encryption, and other security devices is preferred.
4. Experience implementing government or regulatory security policies that are equivalent to NERC Security Policy and procedures is a plus.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.