City of Irving Job Description

Information Security Officer

FLSA Status:	EXEMPT	**Job Department:**	Information Technology
Job Code:	I031	**Reports To (Job Title):**	Chief Technology Officer

PURPOSE

To ensure the confidentiality, integrity and availability of the City's IT infrastructure and intellectual property; Monitor, analyze, and detect Cyber events and incidents within information systems and networks under limited supervision; Recommend and oversee the documentation, implementation and execution of the IT Policies according to City of Irving needs and industry best practices; Ensure the execution of security inspections of the City of Irving's networks, servers, and end user accounts and devices to verify program compliance; Further, to analyze and help resolve newly discovered security vulnerabilities and/or breaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop and maintain corporate security policies, standards, guidelines and baselines.
- Develop and maintain accurate and current compliance documentation for the assigned compliance standard(s) and ensures that all documentation is properly stored in the document management system.
- Monitor security compliance with policies and procedures, reviews security management reports, and coordinates third party security functions.
- Promote, facilitate and monitor the City's corporate wide IT Security awareness program.
- Conduct vulnerability scans on a routine or ad-hoc basis.
- Identify gaps in design and operating effectiveness of controls, and identify opportunities for continuous improvement.
- Review systems logs / IDS logs / change management logs and makes recommendations for any corrective actions needed.
- Ensure creation and maintenance of technical/architectural documentation.
- Provide technical expertise in the resolution of complex operating system and infrastructure problems.
- Review vendor contracts to ensure systems comply with established policies, standards, licensing agreements, and configuration guidelines.
- Remain current on industry trends and evaluate new technology.
- Understand industry and regulatory requirements, respond to comments from auditors and regulators, and mitigate identified risks.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 30-35 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

 Maintains contracts and recommends expenditures and budgets upwards of $1 million.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A Master's in Computer Science, Information Technology, Engineering, Mathematics or another related field of study; *or*
- An equivalent qualification, *such as* a Bachelor's in a related field of study *and* two (2) years of additional experience.

EXPERIENCE

- Four (4) years of related experience in LAN/WAN design, system/network administration and support, and systems programming.
- Experience working with SQL, firewalls, Intrusion Detection and Prevention Systems (IDPS) and/or Host Intrusion Prevention System (HIPS) signature development is also *preferred*.

CERTIFICATES, LICENSES, REGISTRATIONS

- Equivalent certifications to CISSP, CISM, CompTIA Security+, CEH, GSEC, etc.
- Appropriate, valid, state-issued driver's license with a good driving record is required.

KNOWLEDGE OF

- Computers and Electronics: Electric circuit boards, processors, chips, and computer hardware and software.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Computer Networks: Various hardware and software necessary to build a functional network, including routers, switches, firewalls, hubs, wiring, wireless devices, and how TCP/IP packets flow through the system.
- Programming Methodology: Necessary computer languages, basic principles, formulas, syntax, and documentation practices.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Service Orientation: Actively looking for ways to help people.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Persuasion: Convincing others to approach things differently.
- Negotiation: Bringing others together to reconcile differences.
- Self-Management: Working independently and with minimal supervision.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Interactive Presentation: Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Speech Recognition: Identifying and understanding the speech of another person.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment and Decision-Making: Weighing the relative costs / benefits of a potential action.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Information Technology Customer Support: Knowing and demonstrating enough hands-on customer data tools support to effectively provide additional support and lead a technical support team.
- Management of Personnel Resources: Motivating, developing, and directing people as they work; identifying the best people for the job.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.

GUIDANCE RECEIVED

Priorities and Policies
Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Internally, this position regularly interacts with all levels of police and fire staff, as well as Directors, department employees and IT Staff. Externally, it regularly engages with vendors and support agencies. In some instances, communication with the public may also be required.

EQUIPMENT AND PROPERTY

Equipment utilized by this position may include but is not limited to: Multi-line telephone, fax, copier, scanner, computer, printer, calculator, and/or a vehicle.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands include but are not limited to: Sitting, talking, hearing, seeing, standing, walking, driving; use of hands and fingers to operate office equipment and machines; and occasionally lifting and/or moving objects up to and including 50 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Primarily, work is performed in an office setting or well-lighted and temperature-controlled environment.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.