

York County Job Description

Job Title: Information Technology Security Manager

Revision Date: 3/13/2015

Full time **Part time**

Hours of Work: 8:00am – 4:30 pm

Hours per week: 40

Shift: Day

Department No: 17

Department Name: Information Services

Reports to (title only): Executive Director IT

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Under general direction, the IT Security Manager is responsible for contributing to the development, maintenance and implementation of the County-wide Information Security Policy, Program and Standards. Duties and responsibilities include, but are not limited to: analyzing security risks, recommending and implementing security safeguards, monitoring compliance to security laws and regulations, and investigating information security incidents. Interacts with technical and business management and personnel to meet business requirements in a secure manner. Will consult and advise the Executive Director of Information Technology on security announcements, incidents and other IT security related issues that may impact York County Government. Will develop and implement IT security standards, policies and procedures over York County Government IT security posture. This position reports to the Executive Director of IT.

ESSENTIAL REQUIREMENTS

- Bachelor's Degree required.
- IT Security Certifications preferred, Certified Information Security Professional (CISSP), Certified Information Security Manager (CISM) or other related certification.
- Three (3) to Five (5) years of Information Technology (IT) security or risk experience and familiarity with current IT security principles and practices; or any equivalent combination of acceptable training and experience.
- Hands on system or network administration experience a plus.
- Must have current and valid driver's license.
- Must have computer skills and be proficient in Microsoft Office Products. Must have knowledge of Microsoft Active Directory and SQL Server.

- Must demonstrate good organizational and communication skills in areas of policy and procedure creation and monitoring.
- Establish and maintain cooperative relationships with co-workers, representatives of other County departments.
- Knowledge of inter-networking technology, system hardening and security assessments.
Ability to work under high pressure circumstances.
- Ability to translate IT needs and follow established IT security best practices.
- Demonstrate strong analytical, problem-solving, and decision-making skills.
- Demonstrate strong leadership skills.
- Perform IT security awareness training.
- Demonstrate strong teamwork, interpersonal, communications, and writing skills.
- Ability to understand the overall IT business model, processes and strategy, thus positioning the team to effectively apply IT security technologies that protect the assets of York County Government.
- Ability to interact with all levels of staffing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates the effectiveness, efficiency of, and compliance with existing information security control measures.
- Recommends control measures to improve information security; including evaluating and selecting products and services.
- Develops, presents, and manages the dissemination of information security awareness and training materials.
- Develops security policies, standards, guidelines, procedures, and other elements of an infrastructure to support information security.
- Investigates alleged information security breaches and, if necessary, assisting with disciplinary and legal matters associated with such breaches.
- Coordinates and monitors information security activities throughout the organization, including the preparation of periodic status and progress reports.
- Monitors developments in the information security to identify new opportunities and potential risks
- Interprets information security requirements emanating from external bodies, such as government agencies and standards-setting groups
- Serves as a liaison between various groups dealing with information security
- Prepares implementation plans, security product purchase proposals, project schedules, budgets, and related information security management materials.
- Excellent oral and written communication skills, with the ability to express complex technical concepts clearly and effectively
- Keeps abreast of the latest laws and regulations impacting the information security field in the Healthcare (HIPAA), Human Services and other County agencies.
- Requires wide range of security knowledge and experience with one or more technologies:
 - CISCO IPS
 - CISCO Firewalls
 - Microsoft Active Directory
 - Microsoft Server (2008 and 2012)
 - Microsoft Exchange
 - Application Security Products
 - Security Services and Logging Products
 - Proxy and web filtering technologies and products
 - Patch Management
- Strong leadership, systems and security risk analysis and organizational skills
- Interpersonal skills to interface with technical and business personnel
- Establish regular metrics and reporting that measure the effectiveness and operational efficiency of network security technologies
- Manage IT Security Technology Implementations and projects
- Initiate in the planning and implementing of best practices for information security for customer information system and application deployment, including processes and system hardening
- Knowledge of security areas such as:
 - Network and System Auditing
 - Database Security

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- Risk Analysis
- Identity Management
- Access Management, or Web Services
- Works on special IT projects as needed.
- Other duties as assigned.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.