

INFORMATION SECURITY ADMINISTRATOR

DEFINITION

To plan, organize, coordinate and implement City-wide cyber security compliance activities and operations, ensuring the confidentiality, integrity and availability of information technology systems; to provide expertise in cyber security for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer.

May provide direct and indirect supervision over professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives, ensuring the City-wide network meets all state and federal security compliance requirements; establish schedules and methods related to the City's cyber security operations and activities; implement policies and procedures.

Develop and implement a comprehensive cyber security program by researching, identifying, and analyzing existing and potential security threats that could harm or destroy City information assets.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for program materials, equipment, supplies, and services; monitor and control expenditure.

Plan, organize and coordinate committees, task forces and meetings, including the City-wide Enterprise Security Committee, identify, resolve and administer security-related issues and activities; oversee and coordinate disaster recovery planning and testing.

Lead and participate in complex projects designed to provide for the protection of City information assets; recommend solutions and appropriate technology to meet City needs; design project and resource plans and schedules; develop proposals using cost/benefit analysis; evaluate proposed system hardware and software to ensure compatibility with existing systems; coordinate with vendors and contractors.

Serve as the central point of contact for the City regarding information technology-related incidents or violations; investigate security violations.

Create, implement, maintain and test emergency and disaster recovery measures that ensure continual operational readiness of City systems.

Participate in short and long-range planning for information systems including needs assessment, capacity planning, hardware configuration, program applications, and personnel requirements.

Work with Information Technology Network Infrastructure Team to manage tier-2/tier-3 service requests.

Research and evaluate new networking products and the overall communication strategy of network infrastructure.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate emergency preparedness activities with other divisions and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of information technology systems and functions.

Advanced principles and practices of system design, development, analysis, testing and security administration.

Advanced methods and techniques of evaluating information security requirements and developing security solutions for City systems.

Advanced methods and techniques of developing data security, integrity, backup and recovery processes.

Project management methodologies.

Advanced principles and practices of systems and procedures analysis and design.

Standards and methods related to computerized data systems analysis and use.

Principles and practices of technical and functional or direct supervision and staff training.

Written documentation methods related to highly complex technical work.

Ability to:

Organize, implement and direct City-wide cyber security functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Plan, develop, establish, monitor and maintain system security strategies.

Interpret and explain pertinent emergency preparedness and department policies and procedures.

Serve as technical advisor regarding information security and train staff on the best practices.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Effectively manage the more complex projects.

Effectively lead cross-functional teams.

Prepare a variety of reports and maintain accurate records and files.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality as necessary.

Work weekends, evenings or standby, when needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible professional, analytical computer and related systems experience in an information systems environment that included substantial responsibility for planning, administering and ensuring LAN, WAN, Internet and other systems security

AND

Training:

A Bachelor's degree from an accredited college or university in computer science, information systems, GIS, or a related field.

License and Certificate

Possession of a valid California driver's license by date of appointment.