INFORMATION SECURITY OFFICER

Purpose Statement

The job of Information Security Officer was established for the purpose/s of ensuring that the information security needs of the Muscogee County School District are met. By working with internal and external stakeholders, this position reviews, develops, implements and executes the information security policies and practices of the district's Division of Information Services. The information Security Officer performs a range of duties related to information security, as opposed to system administration tasks.

This job is distinguished from similar jobs by the following characteristics: The position is distinguished from that of a Network Engineer or System Administrator by its focus on security related issues as opposed to design or operations. The position relies more heavily on policies, practices, and planning than direct administration or design of systems.

This job reports to Director of Customer Support Services

Essential Functions

- Coordinates immediate response to imminent threats to the network from internal or external sources for the purpose of actively working to build healthy partnerships throughout the district to better serve our customers in meeting their business objectives.
- Coordinates implementation of urgent or imperative patches or hot fixes to proactively protect servers and desktop systems for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Coordinates with schools and staff to promote physical security measures at school buildings for the purpose of actively working to build healthy partnerships throughout the district to better serve our customers in meeting their business objectives.
- Investigates reported breaches of security and coordinates mitigation or responses as needed for the purpose of ensuring the districts sensitive data is kept secure.
- Manages patch level databases to track current patch levels of data center servers and desktop computers for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Manages the development, implementation, and maintenance of the district's Disaster Recovery Plan for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Monitors and responds to potential abuses or intrusions or interference with the district's wireless networking segments for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Monitors trends in Intrusion Detection System (IDS) logs to identify potential external threats for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Monitors trends in network bandwidth utilization logs to locate abuses within the network for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Works with Division of Information Services leadership team to review and develop security and acceptable use policies for review and implementation for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.
- Works with Division of Information Services project managers to review security concerns and issues on new projects in the planning stages for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

Other Functions

- Answers district staff questions concerning network system and procedures; attends meetings and provides advice and counsel on network procedures and individual situations for the purpose of actively working to build healthy partnerships throughout the district to better serve our customers in meeting their business objectives.

- Coordinates with facilities department to insure that environmental alarms are functioning correctly for the purpose of actively working to build healthy partnerships throughout the district to better serve our customers in meeting their business objectives.

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.

- Handles requests for investigation of AUP violations for students and staff; coordinates investigations and delivers final reports of investigation results for the purpose of actively working to build healthy partnerships throughout the district to better serve our customers in meeting their business objectives.

- Insures code lock access lists are current for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

- Keeps current on emerging internet threats and coordinates proactive internal responses for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

- Maintains current knowledge of rules, regulations, legislation, technology, and procedures governing network technology for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

- Manages key password repository (double blind) for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

- Manages physical security for data center for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure appropriate to support the core instructional mission of the district.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

- Serves as a member of the information technology leadership team; performs related duties consistent with the scope and intent of the position as assigned for the purpose of actively working to create a Division of Information Services based on best practices to effectively accomplish the division's and district's strategic goals and objectives.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: high level of organization skills required.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: considerable knowledge of local area networking, wide area networking and other computer related technologies; network transport protocols; new developments with regard to networking and information security.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: work through others to achieve goals; provide leadership and guidance to other technical employees; articulate technical information to non-technical audiences; communicate effectively; learn new operations, procedures, processes, and use of new equipment; organize, set priorities, and work effectively under pressure; establish and maintain effective working relationships with school and departmental staff; ability to stand for long periods and sit for prolonged periods exposed to a visual display terminal; occasionally required to be accessible after hours to return to work for emergencies; occasionally required to represent the district on controversial matters; occasionally required to deal with angry and distraught individuals; visual and mental concentration required; occasionally required to lift up to 50 lbs using proper safety precautions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Bachelors degree in job related area.

Equivalency BS degree in Computer Science is required, and five years experience providing support for a LAN/WAN environment; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work

Required Testing

None Specified

Certificates & Licenses

Certification that are in line with the job description and mutually determined at the time of placement. The identified certifications are to be completed within 18 months of placement in the job.

Continuing Educ. / Training

Required Fingerprint Background Check every five years

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

3/5/2010

Salary Grade