INFORMATION TECHNOLOGY SECURITY COORDINATOR

Department: General Services
Classification: Competitive
Specification Number: 2412
Approved: 12/21/23
Revised: By JG

MINIMUM QUALIFICATIONS
OPEN COMPETITIVE
     a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree plus four (4) years of experience with information technology security programs and procedures; or,
     b) Graduation from a standard high school plus eight (8) years of experience in information technology security implementation and processing.

NOTE: Additional computer-related education beyond a Bachelor's Degree may be substituted for experience on a year-for-year basis to a maximum of two (2) years

DISTINGUISHING FEATURES OF THE CLASS
An employee in this title has overall responsibility for the security of and the protection of the Town's information technology infrastructure and all programs and information. The incumbent provides direction and leadership through education and awareness programs and the implementation of security policies and standards. Work is performed under the general direction of an administrator through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES
     Develops and coordinates the implementation of information security policies, standards, procedures and other controls to safeguard electronically maintained information and systems;
     Investigates immediately any information security violations and assures adherence to procedures when referring investigations to other investigatory and law enforcement agencies;
     Participates in the development, implementation and maintenance of disaster recovery processes and techniques to assure continuity of business and security controls in the event of system unavailability;
     Develops and implements secure access and usage policies for networks, internet, electronic mail and voice mail and assures compliance with such policies;
     Conducts continual security risk assessments;
     Prepares technical specifications for hardware and software purchases for security applications;
     Reviews and approves all external connections to the network;
     Assures security awareness through training programs and other education for all users of the system;
     Represents the jurisdiction at meetings regarding legal, regulatory and other security issues.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Comprehensive knowledge of the current principles, practices and procedures of developing and implementing a total information security program; thorough knowledge of networks, encryption techniques, firewalls, database structures, wireless communications, and access security techniques; thorough knowledge of the current principles, practice, and procedures of information technology; good knowledge of training methods in staff development; ability to coordinate the activities of subordinate personnel; ability to establish effective working relationships with associates and official representatives; ability to express oneself effectively, both orally and in writing.