

MAJOR FUNCTION

This position is responsible for professional, administrative, and supervisory work managing the IT security unit within the Technology and Innovation Department (T&I). Partners with departments of the City of Tallahassee to provide a strategic, comprehensive enterprise information security program. An employee in this class has responsibility for coordinating and performing product research and analysis, planning and developing operating and project budgets, developing project plans, performing IT security risk assessments, monitoring security vulnerabilities, and developing strategies to comply with the latest regulations and compliance requirements. Considerable latitude, independent judgment, and initiative are exercised in this class. Administrative direction is received from the T&I Director or designee, who indicates results desired and reviews the work to determine the conformity of results with desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Develop, implement, and monitor a strategic, comprehensive enterprise information security and IT risk management program. Work directly with business units to facilitate security risk assessment and risk management processes. Develop and enhance an information security management framework. Establish partnerships with business stakeholders across the company to raise awareness of risk management concerns. Overseeing the management of the IT security department, giving leadership to the team, and developing staff. Conducting a continuous assessment of current IT security practices and systems, identifying areas for improvement, running security audits and risk assessments, and delivering new security technology approaches and implementing next-generation solutions. Devising strategies and implementing IT solutions to minimize the risk of cyber-attacks. Developing and implementing business continuity plans to ensure continuous service, ensuring compliance and governance is met, and managing the IT security budget and communicating this to senior management. Recommends the hire, transfer, promotion, discipline grievance resolution or discharge of assigned staff. Conducts performance evaluations and recommends approval or denial of merit increases. Develops and reviews memoranda, letters, reports and other documents. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of end-user computing, computer software architecture, data communications, software and hardware technology, effective office automation techniques, and technology industry trends and directions. Ability to adapt to a fast-moving technology landscape and keep pace with new security technology. Must possess considerable knowledge of the principles of supervision, capable of providing leadership, monitoring performance, motivating staff, and building a positive working environment. Must demonstrate interpersonal facilitation and excellent communication skills, verbal and written. Must possess knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST. Ability to establish and maintain partnerships with business units to drive the technology security strategy forward. Possesses management style and values that are consistent with the City's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in data processing, computer science, management information system, business or public administration or a related field and five (5) years of professional experience in a combination of risk management, information security, and technology jobs; or an equivalent combination of training and experience. Two (2) years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-04-20