

Job Description

Position Title: Director of Security and Chief Security Officer

Job Family: Information Technology

Job Level: Director

FLSA Status: Exempt

Salary Grade: 10

Position Summary:

The Director of Security and Chief Information Security Officer is responsible for determining enterprise information security policy and strategy and ensuring the confidentiality, integrity, and availability of data for Pima Community College (PCC). Oversees the development, implementation, and enforcement of information security program, data privacy, and regulatory compliance-focused standards and procedures. Primary individual in charge of IT risk evaluations, audits, and security incident investigation. Coordinates with internal and external constituents to share information, provide training, evaluate and mitigate risk, and improve service delivery.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs institutional IT security policy, operations and monitors compliance with relevant internal and local/state/federal policies, regulations, and contractual obligations
2. Develops, reviews and revises institution security policies as required
3. Conducts risk assessments, suggests mitigation controls, and audits and reports on information security incidents, activities, controls, and compliance
4. Oversees planning and response to internal and third-party audits and serves as primary IT contact for third-party audits
5. Develops, leads, and reviews information security incident response and investigation procedures and serves as liaison to local, state, and federal law enforcement and other relevant parties, including legal counsel, risk management, insurance, etc.
6. Researches, purchases, and implements information security-related products and services
7. Develops, administers, and audits information security awareness training programs and more advanced security training for information technology teams, college wide
8. Coordinates with internal and external stakeholders and partners to research, evaluate, and respond to threats, incidents, and regulatory concerns
9. Develops, implements, and reviews disaster recovery and business continuity plans
10. Serves as the official Data Protection Officer (DPO) for GDPR-related inquiries and actions
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Demonstrated experience Developing, implementing and maturing an Information Security Program
2. Proficiency in creating security and architectural strategy spanning enterprise organizations including web-scale environments, applications, and systems such as: ecommerce, online marketing, online advertising, digital media, content management systems, content publishing systems, etc.
3. Overall knowledge of application and operating system hardening, vulnerability assessments, security audits, intrusion detection, data loss prevention, firewalls, networking, VPN
4. Understanding of risk assessment procedures, policy formation, role-based authorization methodologies, authentication technologies, and security attack pathologies
5. Skilled in information security risk management, including, but not limited to, risk and gap analysis, risk evaluation and ranking, mitigation strategy recommendation, and reporting on the risk profile, and residual risk
6. Experience with managing critical incidents, DR/BC planning and execution.

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree Information Security, Information Technology or a closely related field of study required.
 - Five (5) to eight (8) years of related IT Infrastructure experience required.
 - Eight plus (8+) years of related experience preferred.
 - Three (3+) years of supervisory experience required.
 - Master's degree preferred; Five or more years of experience working with IT security guidelines and requirements outlined or as driven by GLBA, FERPA, HIPAA, CIPA, PCI-DSS, GDPR, CJIS, etc.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours