

Job Title: Information Security Officer
Department: Technology & Media
Reports To: Network & Security Manager
FLSA Status: Exempt
Salary Schedule: EC lane 03 (potential 04)



SUMMARY

The Information Security Officer (ISO) designs, plans, and deploys district security. The ISO plans and implements the WCSD IT security plan. The ISO monitors and improves the information security posture of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Manages, maintains, and monitors Firewalls, IDS/IDP and VPN Systems.

Manages, maintains, and monitors network content filtering and monitoring systems.

Monitors log collection services.

Designs, implements, and integrates security solutions.

Monitors and manages security tools and services.

Responds to and remediates security incidents.

Develops, recommends, and maintains security policies, plans, and procedures.

Oversees the implementation of the CIS (Center for Information Security) Controls.

Conducts risk and vulnerability assessments on organizational infrastructure.

Provides additional support for IP Cameras, IP Phones, Routers, Switches, Wireless, AntiVirus and other network equipment.

Assists with network routing and WAN links.

Engineers and designs new information security systems as well as build-out of existing infrastructure.

Designs and develops programs and scripts to automate security processes and monitoring tools.

Assists with wireless security including but not limited to encryption, brute force detection, and de-auth attack detection. Assists with periodic wireless security audits.

Coordinates closely with the Network & Security Manager on all deployments, designs, and issues.

Provides basic to advanced forensics analysis for security incidents. Under the direction and supervision of the Technology Director, Investigates violations of district security, policy, acceptable use, and state/federal laws related to computer technology involving resources and/or personnel.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Strong written and verbal communication skills. Strong leadership skills and good interpersonal and organizational skills.

Ability to manage multiple projects and tasks at the same time. Ability to train and instruct security best practices.

Experience with Cisco equipment and security architecture. (URPF, Destination based BlackHole application, Netflow, 2-Factor Authentication)

Experience with Juniper equipment and security architecture. Experience with Palo Alto equipment and security architecture.

Experience with programming and scripting, *NIX/BSD/Linux Operating Systems, and NetFlow v5,v9.

Detailed knowledge of TCP/IP Protocols and the ability to decode traffic.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor’s Degree in the field of Computer Science, Computer Forensics, or Information Security and 3 years equivalent work experience or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology Director		Date: 5/11/2021
Approved By: Assistant Director, Human Resources		Date: 5/12/2021
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	