



# Division Manager - Information Security

## Job Description

Department: Information Systems  
Position: Career Service  
Grade: 733  
Supervisory: Supervisor  
Reports to: Associate Director – Information Systems

### Summary

Under general supervision of the Associate Director – Information Systems, manages, supervises, and directs the personnel, budget, and activities of the Information Security Division of the Information Systems (IS) Department. Responsible for protecting the confidentiality, integrity, and stability of Utah County information technology systems, resources, and data. Develops and executes a comprehensive cyber security program, fosters a secure infrastructure and an accountable culture.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and activities of the Information Security personnel; ensure day-to-day security operations, incident response, and vulnerability management meet industry best practices and department standards; ensure the division and staff have necessary security tools and resources.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Responsible for voice, data, network, applications, computer infrastructure and their associated information assets for Utah County.
5. Assist with determining and developing the need for information technology guidelines, policies, procedures and security strategy for Utah County and any entities that contract with Utah County for information technology services.
6. Oversee and direct the implementation of the information security strategy and policy changes for Utah County and any entities that contract with Utah County for information technology services.

### For Office Use Only

Job Code: 2970

Job Title: Division Manager - Information Security

FLSA: Exempt

Effective Date: 1/21/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Manager

7. Conduct regular system audits to identify security gaps and functional vulnerabilities to the IT infrastructure; recommend action plans and security policies to the Associate Director; audit and report the effectiveness of security controls that protect information technology systems in use by Utah County and any entities that contract with Utah County information services.
8. Ensure County personnel, contractors, partners, and other third parties comply with information technology policies, guidelines and procedures.
9. Assist with determining compliance strategy and procedures for Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information Systems Policy (CJIS), the Payment Card Industry Data Security Standard (PCI-DSS), and any other regulatory programs.
10. Manage the vulnerability management program; review and approve remediation strategies developed by staff; serve as the final escalation point for complex or critical security incidents.
11. Represent information security interests to Federal and State agencies, and regulatory bodies; serve as the information security contact and communicate to County Commission and Department Heads the current risk posture of information technology.
12. Oversee the security awareness training efforts intended to reduce risk to information technology systems in use by Utah County and any entities that contract with Utah County for information technology services.
13. Establish and maintain effective partnerships with County management through collaboration and teamwork; ensure the effective use of information technology resources and systems.
14. Responsible for leading forensic responses, security incident response planning and tabletop exercises.
15. Serve as Chair of the Information Security Steering Committee (ISSC); lead collaborative efforts to align county-wide security initiatives with strategic goals.
16. Lead the County's information security program, including governance, compliance reporting, and strategic execution; serve as the designated liaison to the State of Utah for cybersecurity-related coordination and communication.
17. Manage and oversee the operating budget for the Information Security Division; prepare and develop the information security program cost metrics and budget reports.

#### **Knowledge, Skills, and Abilities**

- Knowledge of National Institute of Standards and Technology (NIST) Cyber Security Framework
- Knowledge of Center for Internet Security (CIS) Security Controls and Baselines
- Knowledge of security concepts, tools, principles, and methods of voice and data networks; applications and architecture; design and testing; hosting and cloud-based services; Internet/Intranet technology and mobile devices
- Knowledge of operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information security program and current regulatory requirements
- Knowledge of current and emerging security technologies including but not limited to Firewalls, Remote Access VPN, Email Security, Encryption, Vulnerability Management, Traffic Management, Extended Detection and Response (EDR), Managed Detection and Response (MDR), Incident Response, Identity and Access Management (IAM), Active Directory, Azure Active Directory, Cloud Security

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- Knowledge of project management principles and techniques, including project budgeting, quality assessment and control, and resource management
- Skilled in communicating, both verbally and in writing, including complex technical information
- Skilled in Windows, word processing, networking, e-mail, faxing, and utilities
- Skilled in evaluating information security and developing appropriate resolutions
- Skilled in organizing and prioritizing projects and work assignments and reviewing, establishing, and maintaining project schedules
- Ability to work in a high-pressure environment with a high volume of urgent user needs
- Ability to set priorities and maintain overall user satisfaction
- Ability to maintain cooperative relationships with those contacted during work activities
- Ability to ensure commitment to quality standards and processes and efficient delivery

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment but occasionally exposes incumbent to electrical hazards during systems installation and maintenance. This position exposes incumbent to stress due to project deadlines, systems failures, system recovery, managing employee performance, and meeting state and federally mandated requirements, regulations, and certifications. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (40) pounds. The employee occasionally drives a motor vehicle.

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**Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree from an accredited college or university in Information Security, Information Technology, Computer Science, or a closely related field.
2. Six (6) years of Information Systems Security or related experience
3. Equivalent combinations of education, experience, and demonstrated work competence may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants with certification as Certified Information Systems Security Professional (CISSP) and/or Certified Information Security Manager (CISM.)
3. Preference may be given to applicants with experience in implementation of the NIST Cyber Security Framework (NIST CSF).
4. Preference may be given to applicants with a master's degree in Information Security or a closely related field.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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