



Information Security Manager

Job Description

Department: Information Systems
Position: Career Service
Grade: 733
Supervisory: No
Reports to: Associate Director – Information Systems

Summary

Under the general supervision of the Associate Director – Information Systems, plans, provides, coordinates, and directs the activities of the information security function of the Information Systems Department. Responsible for protecting the confidentiality, integrity, and stability of Utah County information technology systems, resources, and data. Assists with developing a comprehensive cyber security program, an accountable culture, and a secure infrastructure.

Essential Functions

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

1. Responsible for voice, data, network, applications, computer infrastructure and their associated information assets for Utah County.
2. 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.
3. Oversee 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.
4. 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.
5. Ensure County personnel, contractors, partners, and other third parties comply with information technology policies, guidelines and procedures.
6. 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.
7. Conduct regular internal and external risk assessments; assist with determining strategies to monitor risk and maintain up to date incident response plan; responsible for identifying, tracking, and remediating vulnerabilities found in information technology systems.

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Job Code: 2970
Job Title: Information Security Manager
FLSA: Exempt
Effective Date: 8/01/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

8. 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.
9. 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.
10. Establish and maintain effective partnerships with County management through collaboration and teamwork; ensure the effective use of information technology resources and systems.
11. Responsible for leading forensic responses, security incident response planning and tabletop exercises.
12. Assist with Continuity of Operations Planning (COOP) and disaster recovery planning and tabletop exercises to ensure IS Department staff are prepared to effectively deal with any information security events, service outages, interruptions, or incidents that adversely affect information technology systems.
13. Prepare and develop the information security program cost metrics and budget reports; coordinate with the Information Systems Director and Associate Director to determine the budget for the Information Security Division of the Information Systems Department.

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 by 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
- 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

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- Ability to ensure commitment to quality standards and processes and efficient delivery

Supervisory Responsibility

This position currently has no direct supervisory responsibility but does serve 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 hear. 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.

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.

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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 Computer Science 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.

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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