DEPARTMENT:	Information Technology	**REPORTS TO:**	General Counsel Dotted Line to President/CEO
JOB CLASS:	Information Security Officer	**PAY GRADE:**	40
EXEMPT STATUS:	Exempt	**DATE:**	4/4/2018

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

This IT Security Officer reports to the General Counsel with a dotted line to the President/CEO. The IT Security Officer manages the development and implementation of global security policies, standards, guidelines, and procedures to ensure ongoing maintenance of security. Information protection responsibilities will include network security architecture, network access and monitoring policies, employee education and awareness, and periodic risk assessment.

ESSENTIAL POSITION FUNCTIONS:

INFORMATION SECURITY ADMINISTRATION – (50%)

- Develop, maintain, and administer the FLVS Information Security Program, policies, procedures, standards, and guidelines to ensure compliance with applicable requirements. Periodically assess the effectiveness and relevance of the existing security policies, providing modifications to existing policies and new policies as required
- Develop, maintain and administer FLVS's Information Security Awareness program for agency employees. Collaborate with other staff as needed in Security Awareness Training and initiatives
- Oversee and manage security projects and initiatives to enhance the security of the FLVS computing infrastructure and systems
- Oversee and approve changes to security settings and standards for FLVS firewall and perimeter defenses in conjunction with IT and/or third-party cloud providers
- Develop and maintain the strategic information security plan and operational security plans Approve security plans specific for FLVS applications and systems.
- Administer vulnerability scanning and remediation activities for existing web applications and new application development
- Manage any staff members assigned to the Enterprise Security Management section who are responsible for ensuring the security of FLVS's computing infrastructure

INFORMATION SECURITY INCIDENT RESPONSE TEAM (ISIRT) ADMINISTRATION (15%)

- Manage the information Incident Response Team (ISIRT) responsible for incident response planning, investigation and root-cause analysis of security breaches, and assists with disciplinary and legal matters associated with such breaches as necessary
- Coordinate ISIRT team activities and periodic meetings to discuss and remediate security incidents
- Administer the reporting of ISIRT incidents to agency Executive Leadership

IT DISASTER RECOVERY PLAN ADMINISTRATION/IT CONTINUITY OF OPERATIONS PLAN (15%)
- Oversee the development and maintenance of the agency's Disaster Recovery Plan, including working with various functional areas in IT for disaster recovery planning and/or testing, working with business units to develop business continuity plans
- Align the disaster recovery plan with the FLVS's Continuity of Operations Plan (COOP)
- Liaison with Data Center, and 3rd party cloud primers and staff for coordination of disaster recovery activities

RISK MITIGATION AND AUDIT SUPPORT (10%)
- Periodically conduct and update a comprehensive risk assessment to determine the security threats to the data, information, and information technology resources of FLVS.
- Provide assistance and information as requested by General Counsel, Executive Director, Human Resources in support of audit activities.
- Work with outside entities, as appropriate, for independent security audits
- Advise the President/CEO, General Counsel, and CIO of security issues and/or breaches. Advise them of security weaknesses and recommend solutions.

EXTERNAL LIAISON SUPPORT (10%)
- Serve as the FLVS point of contact for all information security matters.
- Participate in periodic meetings of Education and State of Florida Agency Information Security Managers to discuss issues related to enterprise security
- Maintain relationships and serves as a point of contact for information security matters with other local, state, federal, law enforcement agencies, etc.
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:
Education/Licensure/Certification:
- Bachelor's degree; or equivalent combination of education and relevant experience
- CISSP, CISM Certification.

Experience:
- Seven years' IT and Network Security experience
- Three years' Project Management experience
- Audit, Compliance, or Governance experience, preferred

Knowledge, abilities and skills:
- Knowledge of pertinent Data & Information recovery law
- Skill in implementing information security policies and procedures for the organization
- Knowledge and skill with business continuity planning, auditing, and risk management

- Knowledge of systems administration processes, tools and disciplines
- Knowledge of industry best practices for managing server environments in a secure manner
- Knowledge of operating system and/or telecommunication concepts
- Knowledge of information security best practices
- Knowledge of encryption technologies and file transfer protocols Knowledge of project management and control
- Knowledge of the concepts and theories of information processing Knowledge of IT Infrastructure Library (ITIL) concepts
- Ability to supervise people
- Ability to analyze and interpret technical data Ability to effectively lead and motivate people
- Ability to handle multiple priorities
- Process development, implementation and improvement skills
- Strong teamwork and interpersonal skills; ability to communicate and thrive in a cross-functional environment Demonstrated ability to apply technology solutions to business processes
- Effective written and verbal communications skills

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience	*Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer*
INTERPERSONAL SKILLS	FUNCTIONAL /TECHNICAL EXPERTISE
Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers	*Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion*

MANAGER COMPETENCIES FOR SUCCESS:

COMMAND SKILLS	CONFLICT MANAGEMENT
Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges	*Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"*
LISTENING	MANAGING DIVERSITY
Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees	*Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all*
DEVELOPING OTHERS	TIMELY, QUALITY DECISION MAKING
Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization	*Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time*
PROCESS MANAGEMENT	TEAM BUILDING
Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources	*Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility*
MANAGING & MEASURING WORK	COMFORT AROUND HIGHER MANAGEMENT
Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives	*Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive*
MANAGERIAL COURAGE	
Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:
- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.