
JOB DESCRIPTION: IT SECURITY OFFICER

DEPARTMENT:	Information Technology	REPORTS TO:	Senior Manager, Data Services & Compliance
JOB CLASS:	IT Security Officer	PAY GRADE:	40
EXEMPT STATUS:	Exempt	DATE:	12/9/2013

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

POSITION GENERAL SUMMARY:

The IT Security Officer is a member of the Information Security team and works closely with the other members of the IT team to develop and implement a comprehensive information security program. This includes defining security policies, processes, and standards. The IT Security Officer researches, evaluates, and recommends systems and procedures for the prevention, detection, containment, and correction of data security breaches. The IT Security Officer works with the IT department to select and deploy technical controls to meet specific security requirements, and defines processes and standards to ensure that security configurations are maintained.

ESSENTIAL POSITION FUNCTIONS:

- Develop and maintain security architecture and security policies, principles, and standards
- Work with assigned business units and other risk functions to identify security requirements, using methods that may include risk and business impact assessments, including business system analysis and communication, facilitation, and consensus building
- Define, develop, and validate baseline security configurations for operating systems, applications, and networking and telecommunications equipment, including policy assessment and compliance tools, network security appliances, and host-based security systems
- Assist in the coordination and completion of information security operations documentation
- Work with IT leadership to develop strategies and plans to enforce security requirements and address identified risks
- Report to management on residual risk, vulnerabilities, and other security exposures, including misuse of information assets and noncompliance
- Play an advisory role in application development projects to assess security requirements and controls and to ensure that security controls are implemented as planned
- Collaborate on critical IT projects to ensure that security issues are addressed throughout the project life cycle
- Work with infrastructure team members to identify, select, and implement technical controls
- Develop security processes and procedures, and support service-level agreements (SLAs) to ensure that security controls are managed and maintained
- Advise security administrators on normal and exception-based processing of security authorization requests
- Research, evaluate, and recommend information-security-related hardware and software, including developing business cases for security investments
- Provide second and third-level support and analysis during and after a security incident
- Assist security administrators and IT staff in the resolution of reported security incidents

- Participate in security investigations and compliance reviews, as requested by internal or external auditors
- Monitor daily or weekly reports and security logs for unusual events and act as a liaison between incident response leads and subject matter experts
- Manage relationships with the audit group and receive audit findings, and manage the collection of responses and remediation plans with owners
- Work within the information security governance process to define control recommendations that are both efficient and effective
- Provide oversight and management of audit finding remediation, including generating requirements for full remediation, providing feedback and suggestions on managerial responses to findings, and tracking progress and providing status and updates to the enterprise compliance team for reporting purposes
- Support e-discovery processes to include identification, collection, preservation, and processing of relevant data
- Maintain an awareness of existing and proposed security-standard-setting groups, state and federal legislation, and regulations pertaining to information security
- Identify regulatory changes that will affect information security policy, standards and procedures, and recommends appropriate changes
- Participate in the enterprise architecture (EA) community, and provide strategic guidance during the EA process
- Research, evaluate, design, test, recommend and plan the implementation of new or updated information security technologies, threats, and security alerts and recommend remedial actions
- Provide guidance for security activities in the system development life cycle (SDLC) and application development efforts and participate in organizational projects, as required
- 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 Certification

Experience:

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

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- In-depth knowledge and understanding of information risk concepts and principles, as a means of relating business needs to security controls

- Knowledge of and experience in developing and documenting security architecture and plans, including strategic, tactical and project plans
- Knowledge of common information security management frameworks, such as ITIL and COBIT frameworks
- Knowledge of the fundamentals of project management, and experience with creating and managing project plans, including budgeting and resource allocation
- In-depth knowledge of risk assessment methods and technologies
- Skilled in performing risk, business impact, control, and vulnerability assessments
- Strong understanding of business applications, including ERP and financial systems
- Excellent technical knowledge of mainstream operating systems and a wide range of security technologies, such as network security appliances, identity and access management (IAM) systems, anti-malware solutions, automated policy compliance tools, and desktop security tools
- Ability to develop, document, and maintain security policies, processes, procedures, and standards
- Knowledge of network infrastructure, including routers, switches, firewalls, and the associated network protocols and concepts
- Strong analytical skills to analyze security requirements and relate them to appropriate security controls
- Strong verbal and written communication skills
- A strong customer/client focus, with the ability to manage expectations appropriately, to provide a superior customer/client experience and build long-term relationships

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>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</i></p>	<p>CUSTOMER FOCUS</p> <p><i>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</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>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</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>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</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

PEER RELATIONSHIPS <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	CREATIVITY <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
SELF KNOWLEDGE <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	PLANNING <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
ORGANIZING <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	PROBLEM SOLVING <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
DRIVE FOR RESULTS <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

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.)

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