



## Cyber Security Officer (Assistant Director)

\$84,364.80 - \$126,547.20 Annually

Interviews are tentatively scheduled for the week of  
May 14, 2018

Apply by: May 4, 2018



The County of Stanislaus, Strategic Business Technology invites qualified applicants to apply for the Cyber Security Officer position.

### About the Community

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to Stanislaus State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

### About the Department

The Strategic Business Technology (SBT) department provides information technology services and support for all County departments. SBT manages the County's Wide Area Networks, the core County data center, the County's financial management system, the County website and the County intranet.

SBT consists of three divisions: the **Administration** division; the **Infrastructure** division, which is responsible for wide area networking, data center operations, telephony, desktop support and Help Desk functions, and the **Software and Services** division is responsible for administration of the County's financial management system, database administration, software development and Geographical Information Systems.

The Cyber Security Officer will serve in the department's Administration division.



### The Position

The Cyber Security Officer (CSO) will oversee and coordinate Information Technology (IT) security County-wide. The CSO is expected to be a veteran IT manager with significant systems knowledge. The CSO will work closely with IT Managers and other senior IT staff in County departments to improve the County's overall IT posture. The CSO will develop and enforce IT security standards. The CSO will develop a County-wide IT security training program, with elements aimed at educating both IT and non-IT staff. The CSO will coordinate IT security audits and remediation of issues identified as a result of these audits. The CSO will form and chair a Computer Incident Response Team (CIRT), including the County Security Officer and senior technical staff.

The CSO will work closely with the SBT Director to develop an overall IT Security strategy and will be expected to hold themselves accountable for achieving results.

The assignment will require a close working relationship with Emergency Operations and County Security at the Stanislaus County Office of Emergency Services. The position may also necessitate exposure to confidential internal and external information, along with the expectation of maintaining the trust associated with any such exposure.

### Typical Tasks

- Consult with County departments on IT security practices and procurements;
- Research and recommend standards related to IT security, including specific procedures for IT administration related to improving security;
- Participate in significant IT projects to review and advise related to IT security issues;
- Develop and lead training sessions for new and existing employees on IT security topics;
- Develop and lead training sessions for all County IT staff on advanced IT security topics;
- Prepare project budgets;
- Prepare and review Requests for Proposals;
- Negotiate contracts and services with vendors; to include coordinate with County Counsel, Purchasing and other departments;
- Coordinate with the County Security Manager and Terrorism Liaison Officer to understand current and emerging IT security threats;
- Develop a Computer Incident Response Team (CIRT); coordinate trainings and exercises for CIRT and lead the team in responding to significant IT security incidents in Stanislaus County;
- Stay abreast of IT security best practices, technologies and threats;
- Lead the implementation of IT security recommendations from the 2017 Information Technology Strategic Plan;
- Manage IT Security budget effectively; work with the SBT Director to develop and report on the SBT budget;
- Assist with County security incidents; processing and analysis of secure information;
- Partner with government and non-government entities as required during OES activities; and
- Assign and review the work of staff; complete evaluations and meet regularly to provide coaching as needed.

### **Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)**

#### **Knowledge**

- Principles and practices of supervision, management and human resource development;
- Demonstrate knowledge of and adhere to all related professional/regulatory practice acts, State and Federal regulations, policies and procedures, including applicable regulatory agencies;
- Networking concepts and technologies, including TCP/IP, IPv4, IPv6; routing protocols, Cisco IOS, Network Address Translation (NAT), Virtual Private Networks (VPN) and others;
- Security systems, including next generation firewalls, content filtering, certificate management, public key infrastructure, encryption, intrusion detection systems, anti-virus software, authentication systems, log management, content filtering, best practices and procedures;
- IT security standards, including National Institute of Standards and Technology Cyber Security Framework (NIST CSF) and ISO/IEC 17024;
- Technologies for data loss prevention, endpoint security, email security, network vulnerability scanning, incident management and disk encryption;
- Latest security principles, techniques and protocols;
- Vulnerability and penetration tools;
- Archival systems for electronic messaging and other electronically stored information;
- Server operating systems and server technologies, including Windows and UNIX-based systems, and directory services including Microsoft Active Directory and Group Policy;
- Email systems, including Microsoft Exchange;
- Storage and back-up concepts and technologies;
- Server and system virtualization concepts and technologies, including VMWare, Hyper-V and Virtual Desktop Infrastructure (VDI)
- Applications of statistical methods from information processing to management analysis;
- Practical experience utilizing results-based accountability approaches to performance measurement, outcomes and public sector accountability;
- Multicultural skills, knowledge and experience;
- Budgeting, general accounting practices and cost allocation methodologies; and
- Equal Employment Opportunity principles.

#### **Skills/Abilities**

- Communicate effectively with County content experts, department technical staff and County leadership;
- Work with County departments to research, develop and successfully implement and manage secure technologies that address their business challenges;
- Develop and mentor staff on a continuous basis, including proactive utilization of conflict resolution skills, and promote an atmosphere of continuous improvement;

### Skills/Abilities (cont'd)

- Effectively handle all aspects of personnel related issues;
- Write clearly, succinctly and effectively;
- Meet deadlines and timeframes;
- Prepare and present comprehensive reports, spreadsheets, statistical data and recommendations;
- Facilitate and develop project teams and identify process improvement opportunities;
- Demonstrate customer service orientation skills;
- Sit at a desk for extended amounts of time; and
- Lift, bend, stoop, reach overhead, push, pull, squat, twist and turn.

### Education/Experience

- Four (4) years of progressively responsible management level experience in the Information Technology or Information Technology Security field; **AND**
- Bachelor's degree from an accredited college or university in the area of Management Information Systems, Information Technology, or closely related field (work experience may be substituted for the required educational requirements during the screening process when the candidate's work experience exceeds the minimum required for the position and has a direct application to the level and duties for the position applied for).

### License

Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

### Desirable Qualifications

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Possession of a valid and current Certified Information Systems Security Professional (CISSP) certification; **OR**
- Possession of a valid and current Project Management Professional (PMP) certification; **OR**
- Practical experience utilizing "Crucial Conversations" or similar professional communication methodologies.





**Compensation \$84,364.80 - \$126,547.20**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefit (2% at approx. age 61 formula)
- Health Plan coverage for employee and dependents (health/dental/vision)
- County paid Deferred Compensation at 1.5% of base salary
- Two weeks annual vacation accrual upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 10 paid holidays annually
- \$900 annual Professional Development Reimbursement
- Term life insurance
- Disability protection
- Employee Assistance Program



# Cyber Security Officer / Strategic Business Technology

## **APPLICATION AND SELECTION PROCEDURES:**

### **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer.

All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

### **Resumes will not be accepted in lieu of a complete application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

### **TESTING ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

### **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

### **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

### **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

Find out if you qualify for the AES Public Service Loan Forgiveness program for full-time public sector employees (PSLF) by contacting (866) 706-5005.

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>



The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

