

**DeKalb County School District
Position Specification**

Title: **Director, Information & Network Security**

DIVISION: Information & Instructional Technology
DEPARTMENT: Information Technology
REPORTS TO: Chief, Information Officer
RETIREMENT: Teachers Retirement System

GRADE/SCHEDULE: 132
WORKDAYS: 246
FLSA STATUS: Exempt
APPROVED (HR): October 1, 2022

GENERAL STATEMENT OF JOB

Under general direction, secures enterprise information as well as the district’s network by designing, implementing, and enforcing security controls, safeguards, policies, and procedures. This position also manages staff while ensuring that the district complies with information security standards and norms.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> • Ensure all physical security technologies and design standards adhere to cybersecurity best practices and internal policies
<ul style="list-style-type: none"> • Leads the development and implementation of various information security projects to ensure strong governance and/or operations across information and network security within the district
<ul style="list-style-type: none"> • Leads the development, documentation, and maintenance of information security policies, procedures, and standards
<ul style="list-style-type: none"> • Ensures the team documents processes, procedures and guidelines as needed to support operations and audit requirements
<ul style="list-style-type: none"> • Develops Key Performance Indicators (KPIs) for measurement of compliance with Information Security Management, and drives ongoing and accurate reporting against established KPIs
<ul style="list-style-type: none"> • Serves as an escalation point for complex or unresolved technology security issues; manages escalated issues effectively or further escalates issues to senior management when appropriate; raises business risks associated with technical issues to senior management
<ul style="list-style-type: none"> • Supervises and mentors highly motivated, an enthusiastic and skilled IT risk management and information security staff
<ul style="list-style-type: none"> • Liaisons with related functions (such as Operations, Risk Management, IT, HR,) and provide strategic direction with leadership throughout the district
<ul style="list-style-type: none"> • Stays current with trends in cyber security as well as attends related conferences and ongoing training
<ul style="list-style-type: none"> • Leads educational and promotional activities addressing value of information security to the district and all stakeholders
<ul style="list-style-type: none"> • Performs other duties as assigned

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MINIMUM QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, Software Engineering, or a closely related area from a Georgia Professional Standards Commission approved accredited college or university required.
- Master's Degree in the previous areas preferred.
- Minimum of seven (7) years of administrative/managerial level experience in Information Technology or closely related experience with three (3) years of documented information security work experience in analyzing and applying information security, risk management, and privacy practices required.
- Certified Information Systems Security Professional (CISSP), Certified Chief Information Security Officer (C-CISO), Certified Information Security Manager (CISM), Certified Information Security Auditor (CISA), or equivalent certification.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of information technology environments, strong strategic planning skills, and well-developed leadership and management skills
- Knowledge and experience working with the latest information security technologies and tools having a thorough understanding of information security regulations, including the Federal Information Security Management Act (FISMA), Federal Risk and Authorization Management Program (FedRAMP), Federal Information Processing Standard (FIPS), National Institute of Standards and Technology (NIST)
- Knowledge of general business and management practices with organizational behavior and personnel management which processes to related business management
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations and departments to establish and execute responsibilities
- Skilled in administration and management skills gained through increasingly responsible management positions
- Skilled in recruiting, training, and motivating employees
- Effective oral, written, and interpersonal communication skills
- Skilled in user relations and assessing user needs and budget development and analysis
- Skilled in making effective presentations with public speaking and data interpretation along with problem-solving and conflict resolution
- Ability to respond to internal and/or external reports, events, and incidents (e.g., scanning, hacking, phishing)
- Ability to successfully collaborate, partner, and influence across internal IT departments and other district divisions to achieve work completion
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Ability to establish objectives and procedures governing the performance of assigned activities among employees
- Ability to develop and understand financial and/or operating reports while maintaining confidential information
- Ability to provide assistance to users and increase job knowledge by tracking and understanding emerging security practices and standards while participating in educational opportunities
- Ability to read professional publications, maintain personal networks, and participate in professional organizations
- Ability to prioritize assignments and manage multiple tasks simultaneously

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PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects with the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with people who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

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Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Environmental Factors: Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.); Atmospheric conditions (fumes, odors, dust, gases, poor ventilation); Travel

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