



## **CYBER SECURITY MANAGER**

Bargaining Unit: Management Employees Group

### DEFINITION

Under general direction from the Information Technology Chief Technology Officer, the Cyber Security Manager plans, selects, implements, enhances, and ensures security-related compliance with business needs; oversees management of City-wide cyber security activities and programs; and, performs other duties as assigned.

### CLASS CHARACTERISTICS

The Cyber Security Manager is a journey-level, professional class that has responsibility over all information technology security functions. This position is distinguished from the Chief Technology Officer in that the latter is responsible for planning, organizing, and directing all technology services for the City.

### EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Operating independently to mitigate and manage cyber risk and implement appropriate security measures.
- Serving as staff lead for all cyber risk and security issues.
- Establishing policies and procedures related to cyber security and risk mitigation.
- Providing and tracking cyber security training for City employees.
- Ensuring City compliance with information security regulatory obligations.
- Preparing oral and written reports for senior management, the City Manager's Office, and elected officials.
- Facilitating participation in Cybersecurity awareness activities including, but not limited to, Cybersecurity Awareness Month.
- Offering expertise and providing leadership-level support for initiatives to improve City-wide cyber security.
- Managing network firewall rules.
- Teaming with Senior System Analyst to build hardened server and client operating system (OS).
- Performing penetration testing on external and internal infrastructure.
- Monitoring logs/alerts for security events.
- Building effective partnerships with internal customers and external organizations to support security efforts.
- Formulating action plans with defined objectives, targets, and responsibilities to support agreed upon goals and strategies.

## MINIMUM QUALIFICATIONS

Education - Bachelor's degree from an accredited college or university in Computer Engineering, Computer Science, Information Systems, Information Technology, or a closely related field.

AND

Experience - Five years of progressively responsible professional level experience managing various information technology, business and telecommunication security systems, two years of which include lead experience.

Experience implementing security systems in a public sector agency is desired.

## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge of:

- Project management principles and practices
- Federal, State, and local laws, regulations and ordinances related to cyber security
- Security development and project management principles
- NIST cybersecurity frameworks
- Design and implementation of complex information technology architectures
- Windows OS platform differences and idiosyncrasies, and ability to evaluate their security readiness
- Cisco Firewall and network routers
- Anti-virus and client protection software

### Skill in:

- Preparing oral and written reports
- Working across multiple organizational levels to accomplish goals
- Evaluating applications and services using open-source tools, languages, libraries, and current standards-compliant code
- Time-management
- Customer service

### Ability to:

- Organize and administer programs and/or projects related to cyber security
- Conduct organizational, operational, fiscal, and statistical analysis
- Make presentations
- Communicate effectively both verbally and in writing
- Develop and implement plans for future security needs
- Work well independently and with team members

- Keep abreast of current and new technology trends
- Work well under pressure
- Take the initiative
- Prioritize
- Problem solve
- Provide trainings on security and operating procedures
- Exercise sound judgment and discretion in handling confidential information by keeping sensitive information strictly confidential and secure at all times

Licenses and Certificates:

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide travel as necessary.*