



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:**                   **ASSISTANT CYBER SECURITY COORDINATOR**  
(Provisional\* Appointment)

**SALARY:**               \$48,272 – \$61,220 annually

**LOCATION:**             Monroe County Department of Information Services

**JOB SUMMARY:**

This is a technical position responsible for assisting with the day-to-day administration of a department or agency's cyber security program. Duties involve assisting in analyzing security threats and the processes, policies and protocols that prevent them. Day-to-day monitoring of a network is conducted to thwart threats and protect data. This position differs from Cyber Security Coordinator by virtue of assisting with cyber security and the lack of developing and managing programs. The employee reports directly to, and works under the general supervision of a Cyber Security Coordinator or other higher-level staff member. Does related work as required.

**PROPOSED MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an information technology or computer science field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience in computer and network surveillance and collection and reporting, OR network administration, OR systems administration; OR,

(C) Possession of one of the following active Industry Standard Certifications: CompTIA Security+, Microsoft Technology Associate (MTA) Security, CSX Cybersecurity Fundamentals, GIAC Information Security Fundamentals Certification, or Systems Security Certified Practitioner (SSCP) plus two (2) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,

(D) Possession of one of the following active Advanced Industry Standard Certifications: CompTIA Advanced Security Practitioner (CASP+), Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), or Certified Information Security Manager (CISM); OR,

(E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 8, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.