

## **CYBER SECURITY COORDINATOR**

Code No. 3-20-074  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This senior-level technical position is responsible for the development and management of cyber security programs to protect a department or agency's data. Other duties include analyzing security threats and the processes, policies and protocols that will prevent them. The employee reports directly to, and works under the general supervision of, an Information Services Project Manager or other higher-level staff member. General supervision is exercised over Assistant Cyber Security Coordinators and other lower-level positions. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates cyber security programs with information services personnel to ensure program execution;

Performs vendor management activities, ensuring the department or agency is receiving proper support as defined in contracts;

Monitors cyber and security threats that could affect the department or agency;

Investigates, evaluates, and implements new technologies;

Advises department heads and managers regarding cyber security, terrorism, and other data security issues and threats;

Obtain, budget, negotiate, and submit support contracts for cyber security vendors and other information technology vendors;

Participates in the development of security procedures;

Supervises Assistant Cyber Security Coordinators.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of information systems and networking concepts; good knowledge of planning for computer system capacity and performance; good knowledge of cyber security program development; good knowledge of the development of security procedures and user account management; good knowledge of government functions as they relate to information technology; ability to negotiate with vendors; ability to effectively supervise; good knowledge of computer technology documentation; ability to communicate both orally and in writing; ability to pay attention to detail; analytical ability; organizational ability; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation with a Master's degree in an information technology or computer science field; OR,
- (B) Graduation with a Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent experience in computer and network surveillance, data collection and reporting, network administration, or systems administration; OR,
- (C) Graduation with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience in computer and network surveillance, data collection and reporting, network administration, or systems administration; OR,

- (D) Six (6) years paid full-time or its part-time equivalent experience in computer or network surveillance, data collection and reporting, network administration, or systems administration; OR,
- (E) 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), plus two (2) years paid full-time or its part-time equivalent experience in computer or network surveillance, data collection and reporting, network administration, or systems administration; OR,
- (F) 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 four (4) years paid full-time or its part-time equivalent experience in computer or network surveillance, data collection and reporting, network administration, or systems administration; OR,
- (G) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D), (E), and (F) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

Monroe County Civil Service Commission

**ADOPTED:** February 5, 2015

**REVISED:** February 4, 2021

**REVISED:** December 12, 2024