

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. 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.

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; 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 from a regionally accredited or New York State registered college or university with a Master'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 a Bachelor'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, collection and reporting, OR network administration, OR systems administration; OR,

(C) Graduation from a regionally accredited or New Your State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent experience in computer and network surveillance, collection and reporting, OR network administration, OR systems administration; OR,

(D) 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 as stated in (B) above; 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 as stated in (B) above; OR,

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

SPECIAL REQUIREMENTS: 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