

INFORMATION SYSTEMS SECURITY COORDINATOR  
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager – Information Technology Services for Southern Westchester BOCES, an incumbent of this position coordinates and oversees the work of a technical team assigned to manage and maintain cybersecurity solutions and standards for the Lower Hudson Regional Information Center (LHRIC), as well as supported school districts. The incumbent is responsible for prioritizing work projects, assigning personnel, monitoring outstanding work items and assisting in troubleshooting network problems related to security of data and systems and data breaches. In addition, the incumbent provides planning, implementation, training and technical support for the department related to cybersecurity issues. The incumbent participates in the establishment of LHRIC policies, establishing technological directions for the unit, and in developing services for other departments and participating school districts. Supervision of network staff assigned to the Cybersecurity team is a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the day-to-day operations of the team, including development and administration of policies and procedures that focus on cybersecurity operations;

Responsible for development, management and maintenance of security standards and solutions to ensure security of data and systems for the LHRIC;

Supports and assists participating school districts in maintaining and managing their cybersecurity operations;

Develops and communicates security strategies and plans to Southern Westchester BOCES executive team, LHRIC staff, partners, supported school districts, and other stakeholders;

Assigns, schedules and monitors the work of staff on the Cybersecurity team on a daily basis;

Supervises and assists staff in finding solutions to troubleshooting problems involving cybersecurity or technical issues;

Prioritizes work projects and monitors outstanding items;

Consults with school districts on their security and data privacy needs and risk assessments, and develops and recommends resources and service enhancements to address those needs and improve overall security;

Provides oversight and guidance with regard to technical security recommendations and solutions to all districts served in the tri-county region;

Acts as liaison between the LHRIC, outside vendors and supported school districts as relates to cybersecurity issues;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Provides guidance and oversight to forensic investigations of cybersecurity events and works with the associated teams to implement corrective action;

Collaborates with the LHRIC's Data Privacy and Security service and other technical service teams within LHRIC to assess the NIST (National Institute of Standards and Technology) Cybersecurity Framework, and advance the organization's maturity level related to this framework;

Participates and collaborates with other state-level cybersecurity groups, disseminating information from these groups to enhance statewide initiatives and security related work;

Keeps abreast of the increasing cybersecurity threat landscape and develops resources to address these issues;

Keeps apprised of current developments and trends in the field of cyber security network technology and solutions;

Provides input to supervisor on the preparation of annual budget by providing status reports of work pending and completed, analysis of calls and other pertinent information;

May conduct or assist in presenting professional development and awareness training related to cybersecurity;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and procedures involved in developing and implementing an Information Cybersecurity Program; thorough knowledge of the principles, practices and procedures involved with local area networks (LANS) and/or wide area networks (WANS); thorough knowledge of the components, operation, maintenance, configuration and repair of network equipment; thorough knowledge of the latest trends and developments in network technology and cybersecurity; troubleshooting skills; ability to troubleshoot complex networking issues and identify solutions to problems; ability to train others; ability to plan, prioritize, and supervise the work of others; ability to communicate clearly, both orally and in writing; ability to establish effective working relationships with school district personnel, LHRIC staff and network technology vendors; ability to think logically; ability to manage multiple assignments and projects; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; resourcefulness, sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) a Bachelor's Degree\* and six (6) years of work experience in security systems administration and/or network administration that involved developing and implementing standards and procedures for computer security in a large integrated network environment, two (2) years of which must have been in a supervisory capacity; or b) a Bachelor's Degree\* in Computer Science, Information Technology, Cyber Security or closely related field and five (5) years of work experience as described in (a), two (2) years of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree\* in Computer Science, Information Technology, Cyber Security or closely related field will substitute for one (1) year of the work experience described above. There is no substitution for the two (2) years of supervisory experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

\*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.