

City of Fort Worth, Texas Job Description

Classification Title	Senior IT Information Security Analyst		
Job Code:	PR5201	Job Family:	Professional
Pay Grade	711	Date Reviewed:	2/25/2020
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs complex to advanced information security analysis and participates in the administration of the City's information security program. Develops security and business continuance standards and action plans; develops security infrastructure and policies based on business needs, risk assessments, and regulatory requirements, and conducting information security risk analysis and system audits. Leads and coordinates cybersecurity analysis, design, testing, and other activities with divisions, departments and outside agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary decisions or recommendations.
2. Leads, and oversees the development and implementations of information technology security strategies, policies and procedures to protect the City of Fort Worth systems, information, and meet regulatory requirements.
3. Designs and assess audits, scans, logs, and other testing to assess information technology security risks and facilitate mitigations and remediation of identified vulnerabilities. Reports on findings and recommends corrective actions.
4. Performs complex to advanced assessments of the IT security/risk posture within the IT network, systems and software applications. Identifies opportunities to reduce risk and documents remediation options regarding acceptance or mitigation of risk scenarios.
5. Manages and oversees project teams to deliver cybersecurity tools and systems to enhance the security posture of the City of Fort Worth's systems and information. Monitors project activities; works with assigned user community; and translates needs into system requirements and design specifications.
6. Serves as a cybersecurity subject matter expert and liaison for technology related projects and others as necessary.

7. Manages project budgets and other resources; resolves issues with customers' reviews status reports; and escalates project issues, including timing, budget, resources and scope to upper management.
8. Designs and assesses security awareness training programs and activities to ensure City of Fort Worth users stay informed as to current threats and to ensure compliance with State of Texas and other standards as appropriate.
9. Assesses and recommends cybersecurity tools and processes to improve the confidentiality, integrity and availability of the City of Fort Worth systems and information.
10. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the cybersecurity program and systems; and works with employees on the continuous improvement of the cybersecurity program and systems.
11. Serves as liaison to internal and external audits, assessments and examinations.
12. Troubleshoots and determines potential vulnerabilities and operational problems. Translates functional requirements into technical design specifications.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Information security standards and regulatory compliance such as PCI-DSS, HIPPA and CJIS information security standards.
- Information Security Systems and security features of Microsoft Windows Systems, Active Directory, SQL, Nortel Network routers/switches, Checkpoint, F5, Bluecoat, Aruba, Juniper, and McAfee.
- Data networks and systems related to Microsoft Windows environment.
- Principle and practices of systems and network operating system implementation and support.
- Methods and techniques of user relations.
- Departmental and city rules, regulations and procedures relevant to information systems and services.
- Relational data base design, implementation and support.
- Network design and support as applicable.
- Hardware and software tools.
- Configuration of City of Fort Worth networks and electronic resources.
- City of Fort Worth Administrative Regulations.
- ITIL, NIST and SANS best practices.
- Latest trends in Information Security.
- ISACA audit strategy and processes.
- City information security policies and procedures.

- **Skill in:**

- Project management.
- Troubleshooting.
- Organization. And time management.

- Team building.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Communicate technical and/or conceptual information clearly and concisely, both orally and in writing.
 - Recruit, train, hire, develop and evaluate subordinates.
 - Develop and implement procedures to support security policy.
 - Proactively investigate and solve security issues related to assigned division.
 - Operate/manipulate information processing software to suit divisional needs.
 - Follow specific instructions for generating assigned reports.
 - Research new items and policies.
 - Organize and assign priorities for work to be accomplished.
 - Lead and coordinate the work of lower level staff.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, or a related field and five (5) years of responsible experience in Information Security programs.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Certified Information Security Professional (CISSP), Certified Information Systems Auditor (CISA), or Global Information Assurance Certification (GIAC).

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.