TITLE:	**Chief Information Security Officer**	**JOB CODE:**	2126
DEPARTMENT:	Information Systems	**FLSA:**	Exempt
PREPARED:	July 10, 2022	**FLSA CLASS:**	Supervisor
UPDATED:		**WORK LOCATION:**	Aztec, NM
		REMOTE WORK ELIGIBLE:	YES

Summary: Under administrative direction of the Chief Information Officer, the Chief Information Security Officer (CISO) serves as the process owner of all assurance activities related to the availability, integrity, and confidentiality of employee and business information in compliance with the organization's information security policies. A key element of the CISO's role is working with executive management to determine acceptable levels of cyber security risk for the organization. This position is responsible for establishing and maintaining a county-wide information security management program to ensure that information assets are adequately protected. Manage cyber threat monitoring, mitigation, and response. Along with the Chief Information Officer plan, organize, and direct the operations and staff of the Information Systems Department including GIS; direct and coordinate development and production activities of IS Department; lead staff to build and manage a reliable and secure network; analyze, design, implement, and maintain the County's remote site computer networks, including data and voice communications equipment and systems; maintain and update desktop computers and peripherals; provide technical support to users in remote sites throughout the County.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develop, implement, and monitor a strategic and comprehensive enterprise cyber security program, including policies and procedures, and an IT risk management program.
- Work directly with the county's departments to facilitate cyber risk assessment and risk management processes.
- Develop and enhance an information security management framework.
- Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems, and services.
- Partner with stakeholders across the county to raise awareness of cyber security risk management concerns.
- Assist with the overall business technology planning, providing a current knowledge and future vision of technology and systems.
- Serve as HIPAA Security Officer for San Juan County; protecting sensitive health and personal information stored electronically and ensure the information security program is HIPAA compliant.
- Monitor, respond to, document, and mitigate internal and external cyber security threats.
- Ensure that newly acquired and existing technologies comply with IT security regulations.
- Source the necessary hardware and software to implement the IT Cyber Security Strategy.
- Assist in developing, evaluating, and implementing department goals, policies, and procedures; evaluates programs and work processes; ensure activities comply with applicable laws, policies, and regulations.
- Manage operations of networks and staff; prioritize and assign work and projects; assist with recruiting, trains, and evaluates staff; counsel, coach, and instruct employees; develop staff and conduct performance evaluations; meet regularly with staff to review assignments and give direction when needed.
- May monitor the budget; prepare special and recurring report for budgets, grants, proposals, and contracts; may recommend and implement changes to existing policies.
- Provide leadership, direction, and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.
- Review and implement changes in the network, such as installations and updates.
- Oversee the upgrades and configuration of network printing, directory structures, rights, security, and software on the file servers.

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- Conduct research and planning for the department; monitor industry trends and identify potential changes; analyze workload and recommend staffing assignments and adjustments; manage projects including grants and capital projects.
- Consult with management to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
- Consult with engineers, consultants, and technical support to develop initiatives and strategies for current and future information technology objectives.
- Review project feasibility studies; establish work standards.
- Review reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.
- Analyze department workflow and staff job duties to recommend reorganization or departmental realignment.
- Assist staff in diagnosing and solving computer equipment problems.
- Participate in technical projects such as writing equipment specifications or developing computer programs for specified applications.
- Install, maintain, and upgrade network hardware and software components throughout the County. Assess and evaluate all network problems to determine solutions and corrections.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of common information security management frameworks, such as ISO/IEC 27001 and NIST.
- Excellent written and verbal communication skills and high level of personal integrity.
- Innovative thinking and leadership skills with an ability to lead and motive cross-functional, interdisciplinary teams.
- Experience with contract and vendor negotiations and management including managed services.
- Experience with Cloud computing/Elastic computing across virtualized environment.
- Knowledge of principles, techniques, and capabilities of computer network systems
- Knowledge of Local and Wide Area Network administration and network engineering principles.
- Knowledge of system access and security guidelines and procedures.
- Knowledge of hardware and software troubleshooting techniques.
- Knowledge of management and personnel administration methods, techniques, and policies.
- Knowledge of County policies and procedures.
- Skill in supporting a variety of network software packages and systems.
- Skill in analyzing information systems problems, evaluating alternatives, and implementing solutions.
- Skill in managing procedures for efficient and cost-effective management of resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing, leading, and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the public.
- Skill in the use of a personal computer and standard business software.
- Ability to maintain and handle confidential information that are of a sensitive nature.

Education and Experience

- Bachelor's Degree and ten (10) years' work experience in information technology; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Three (3) years of management experience.
- Cisco CCNA Certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.

- The noise level in the work environment is usually moderate.

- Work schedule for this position may include working on religious holidays.

- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Department Head: _____ **Date:** _____