

DIGITAL SECURITY AND PRIVACY COORDINATOR

Purpose Statement

The job of Digital Security and Privacy Coordinator is done for the purpose(s) of managing network security technologies, systems, standards, procedures and guidelines throughout the District; planning, assigning and directing the activities of assigned personnel.

Essential Functions

- Plans, develops, and manages data systems, and network security standards, and procedures throughout the District.
- Manages computer network security regarding multiple local area networks connected to a wide area network.
- Collaborates with business operations to identify primary risk exposures and ensure the existing security architecture appropriately addresses and mitigates the exposure.
- Ensures appropriate processes to monitor and audit ongoing operations to detect, analyze, and correct security infraction/violations.
- Coordinates with District legal counsel, auditors, and business area management to identify all District employee, business partner, and regulatory agency data and security requirement necessary for the protection of District information.
- Establishes security policies and practices for the protection of confidential information (student and employee) on District information systems. Works with vendors to ensure compliance and applicable laws and regulations to ensure student and employee privacy in virtual and hosted applications.
- Develops security standards and baselines to define required security controls and settings on all firewalls, servers, commercial applications, and networks.
- Directs vulnerability assessment of critical District information systems and recommends remediation and mitigation strategies as appropriate.
- Directs the management of user authentication and authorization for District Enterprise information systems.
- Establishes network intrusion detection monitoring systems, and protocols for investigating intrusion attempts.
- Directs the development, acquisition, implementation, and administration of information system security hardware and software on the District's wide area networks, local area networks, mainframes, mobile devices, and personal computers.
- Establishes and administers a data and systems security awareness program for all District customers to ensure they are aware of security threats, policies, and procedures necessary for the efficient and effective use of District information systems.
- Represents the District on all data and system security matters and serves as Information Technology's liaison with regulators, auditors, suppliers, and other outside entities.
- Provides advice and guidance to the Director of Information Technology relative to data and security matters.

- Manages the budgeted resources for the security branch to optimize their use in satisfying the overall objectives and program.
- Supervise and evaluate the performance of assigned staff.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: ability to work on projects that range in size, complexity and duration; project management; excellent communication; highly motivated and directed with an attention to detail; leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: implementation and tracking service level or metrics reporting; maintains knowledge of changing technologies; developing processes and implementation of policies and procedures; monitoring supplier contracts, specifically tracking performance toward statements of work or service level .

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Ability to provide leadership, direction and accountability in the administrative and instructional functions of the district. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations. Provide accountability and support to the instructional programs and operations for district schools. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Physical Requirements

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience

A combination of a Bachelor’s degree in Computer Science, Information Systems, Business Administration or related field and a minimum of five years of experience in a school district and emphasis in supervising network security is preferred. Three years of experience in network management, database management, application development or systems administration and experience with planning, procurement, and set up of SAN, LAN, WAN, and other network services is preferred.

Required Testing

None Specified

Certificates Required

Certified Information Systemes Security Professional (CISSP) or GIAC Certified Information Security Officer (CISO) or Security Plus (COMPTIA) or Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP).
Valid Drivers Licenses

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410