

## **IT SECURITY MANAGER**

### **SUMMARY:**

The Information Technology Security Manager ensures that the risk to the organization's information posed by a variety of cyber threats (cyberattacks; theft or corruption from within; etc.) is minimized. The IT Security Manager ensures that when cyberattacks occur or data are stolen or compromised, these incidents are dealt with promptly and effectively and the chance of that particular type of incident recurring is minimized. The IT Security Manager will work in accordance with other IT Departments.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Director of Technical Operations may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- Research the latest information technology security trends.
- Work alongside the MCCA IT Security Team to mitigate and manage the MCCA Cybersecurity program.
- Work with MCCA IT Department personnel as well as contract partners to monitor the organization's networks and system environment for security breaches and investigate violations when they occur.
- Help to design, implement, and maintain the organization's cybersecurity plan.
- Develop and direct implementation of security standards and best practices for the organization.
- Direct the installation and use of security tools (e.g., firewalls, data encryption), to protect sensitive information.
- Recommend security enhancements to IT Management.
- Help computer technicians, end users when they need to install or learn about new security products and/or procedures.
- Ensure that IT security audits are conducted periodically or as needed (e.g., when a security breach occurs).
- Proactively assesses potential items of risk and opportunities of vulnerability in the network
- Submit Bi/weekly Security reports
- Develop and maintain a security training plan for IT organization.
- Works in conjunction with organizational functions/departments to ensure employees are aware of cybersecurity issues, are trained in good cybersecurity practices, and are practicing safe/secure data collection, data transfers and storage, and use of social media, mobile devices, and apps, among others.

**SUPERVISION RECEIVED:** Supervision is provided by the Director of Technical Operations and includes assignment of duties, inspection of work, training, coaching, and performance evaluations.

**EDUCATION/ EXPERIENCE:** Bachelor Degree in Computer Science preferred or equivalent relevant work experience and ability to achieve Security certification(s) within a 12-month period. Five (5) to seven (7) years of experience in a technical role with increasing responsibility.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

**WORK ENVIRONMENT:** 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.

**WORK SCHEDULE:** This is a full time position. The work schedule for this position will vary depending upon the needs of particular events or projects. Occasional late nights, early mornings, long days, weekends, holidays and “on call” duty required.

**DRESS CODE:** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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