



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	IT Enterprise Security Officer	<b>Job Code:</b>	7001300	<b>Job Grade:</b>	OM
<b>Reports To:</b>	Chief Information Officer	<b>Pos. No:</b>	New	<b>FLSA Code:</b>	E
<b>Department:</b>	Information Technology Services	<b>Loc. Code:</b>	2010001	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	C	<b>EEO Code:</b>	B01

**Summary of Functions:** Oversees the security and data integrity of all systems in use at the County. Develops and implements security standards and procedures. Ensures that all applications are functional and secure. Plans, organizes and manages security, disaster recovery and related functions associated with information systems to ensure data confidentiality, data integrity and data accessibility. Oversees the use of security tools; reviews technical designs; and serves as the subject matter expert to top management.

**Management Scope:** May lead and direct the work of others.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Develops best practices for all aspects of data security, including physical, network, database and application.	25	E
2. Reviews and approves all technical designs and implementation plans to ensure compliance.	25	E
3. Develops strategies and provides support for initiatives to continuously improve enterprise data security; and assists in the development and regular testing of the enterprise business continuity and disaster recovery plans.	15	E
4. Directs matrix-incident response teams to handle security incidents and to identify appropriate corrective actions.	10	E
5. Initiates, participates in and/or lead audits to identify areas of vulnerability, and oversee the deployment, use and maintenance of threat and vulnerability tools, including intrusion detection/prevention, firewall, virus protection, encryption, user authentication and audit logs.	10	E
7. Ensures that the architectural framework meets the County's information security needs.	10	E
8. Performs other duties as assigned.	05	N

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science/Engineering or a job related field of study. Five (5) years of professional work related

experience in network security audit, assessment, investigation and response.

Special Requirements/Knowledge, Skills & Abilities:

Certified Information Systems Security Professional (CISSP) designation required. Thorough knowledge of multiple hardware platforms, operating systems, databases, application development platforms and software communications and network protocols, and common data security tools such as intrusion prevention and virus protection systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FII2 400 pts, PS: F4 (57%) 230 pts, AC: F2S 175 pts, TTL: 805 pts, KH/PS/AC: 49-29-22, Profile: -2

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 05/06

Approved by Civil Service Commission on

Date 05/15/06

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.