



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION SECURITY TEAM MANAGER

<b>Group-Section:</b> Information Technology Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 061 <b>Job #:</b> TM067
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### JOB SUMMARY

Responsible for managing and supervising the design, development, integration, implementation, and administration of information technology security systems and policies. Areas of responsibility include developing and implementing security standards, systems and policies for all aspects of information technology and for coordinating efforts of individual information technology units and teams as well as business units.

### OVERSIGHT

**Oversight Received:** Receives direction from the Information Technology Section Manager.

**Oversight Given:** Manages and supervises a staff of professionals.

### JOB DUTIES

1. Manages the design, development, integration, implementation, and administration of information technology security processes; ensures that process analysis, checkpoints, and testing are complete as designed; evaluates results and assists in resolving technical problems; and develops and manages a security awareness program.
2. Reviews existing security processes and identifies vulnerabilities; develops policies and procedures for district-wide implementation to ensure security of computing environment; monitors existing and new security threats, ensures that critical patches and antiviral applications are current and deployed; investigates security breaches and threats and recommends changes to address security issues; manages process for operating system hardening, patch management, and intrusion detection; and manages security configurations for server, database, and application systems.
3. Coordinates team activities with other information technology teams and with managers and staff in other business units; and participates in the planning and implementation of complex projects.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops, and monitors team budget; evaluates resource needs; assists in the development of the annual business plan; and provides quarterly updates of the business plan.

6. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; prepares and evaluates request for proposals, participates in selection of contractors, and manages contracts for services.
7. Ensures security systems are available and functioning at optimal levels; establishes standards and practices; monitors security; and purchases, installs, and manages system licenses.
8. Serves as technical advisor in the analysis, diagnosis, and resolution of applications and general information technology problems; and researches and evaluates new technologies.
9. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of procedures, project milestones, presentation, and documentation.
10. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Principles and practices of maintaining secure computing environment; principles and practices of system design, development, and implementation; principles and practices of intrusion detection, firewall software, and antiviral software and practices of intrusion recovery; supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; programming theory and design; and basic understanding of Microsoft and UNIX operating systems.

**Required Skills and Abilities to:** Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the section and group; communicate orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within Metropolitan; develop information security policies, procedures, and standards; institute appropriate information security measures and practices to ensure Metropolitan's computing assets are safeguarded.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

Certified Information Security Manager, Certified Information Systems Security Professional, Certified Information Systems Auditor, or other Information Security certifications or licenses related to the information security field.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements