

**Job Title:** Manager, Technology Security Office      **Wage/Hour Status:** Daily, Exempt  
**Reports to:** Assistant Superintendent      **Pay Grade:** 508  
**Dept./School:** Information Technology      **Dated Revised:** September 17, 2024

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**Primary Purpose**

Manage and establish the district's technology and information security management office and program. Core responsibilities include identify, evaluate, and report information security & technology (IST) security risks and incidents, ensuring compliance with regulatory requirements, and coordinating & aligning the improvement of the technology security posture of the district. Design and work on the planning, configuration, and management of IST security architecture, infrastructure, contingency systems, and enterprise-wide safeguard strategies. Proactively collaborate with district stakeholders to implement best practices that align with defined policies and standards for IST security. Monitor and support the 24/7 IST network security operations center. Partner and coordinate with district, local, state and federal law enforcement and other regulatory agencies in all IST security aspects.

**Qualifications****Education/Certification**

- Bachelor's degree in computer science, information security/systems, technology, engineering, or related field
- Supervisory experience preferred
- Valid Texas/New Mexico driver's license, insurable by the district's auto liability insurance carrier; subject to district's drug and alcohol screening policy and regulation
- Must maintain valid certifications, as required & determined, for the district's technology, safety & security systems, and programs

**Special Knowledge/Skills**

- Demonstrate expert understanding in enterprise technology, information and security administration, standards, practices, forensics, investigations, security technical systems & architectures, monitoring, security incident assessment, response and recover methodologies, policies, and processes
- Strong knowledge of IST service management structures, governance, (i.e. ISO/IEC 27001, ITIL, NIST, COBIT, etc.), framework, networking principle, penetration testing and ethical hacking
- Demonstrate advanced technical and work with multiple operating systems and network protocols (i.e., WINDOWS, NT, UNIX, MS-DOS, LINUX, VMware, Chrome, IOS and MAC-OS), (TCP/IP, SNMP, DHCP, DNS, SFTP, HTTP, LDAP); infrastructure monitor tools (FLUKE, Solar Winds), internet services (DNS, WWW & FTP), INFOBLOX and emerge technologies
- Experience in Perimeter Firewall (i.e., Palo Alto), Web Content Filter Appliance, infrastructure security, VPN/Remote Access, and configuration
- Knowledge and experience with VMware server infrastructure, Microsoft Networking, Windows server operating systems, Domain, Active Directory, Exchange technologies, Printing, INTUNE, AZURE, storage sub-systems, SAN, e-mail administration, sandboxing, content-filtering, security management products, group policy, workstation, database, and support systems
- Experience using Google Apps, JAMF Administration mobile device management, security configuration and policy management, MS Windows, OFC365, Google, and Apple
- Evident focus on customer service initiatives, rigor and discipline, teamwork, collaboration, personal and professional responsibilities, staff development and training
- Excellent written and verbal communication and presentation skills with the ability to make technical issues understandable to a wide-ranging audience
- Demonstrate personal integrity, adhere to core values and ethics, embody honesty and trustworthiness, and consistently uphold information security governance protocols to maintain and safeguard the confidentiality of the district's information and systems

**Experience**

Ten (10) years' experience in a broad range of technology/information security, infrastructure, technology infrastructure, network/information systems, public safety, or related field.

### **Major Responsibilities and Duties**

1. Provide support in the implementation and enforcement of IST security policies, standards, and guidelines.
2. Support district information technology security programs, processes, and provide technical assurance and guidance district-wide to include training, employee & student orientation and IST security awareness.
3. Process requests to grant computer, systems and/or network access privileges as approved by designated members of management or data owners.
4. Support cybersecurity, intrusion prevention, intrusion and endpoint detection and response, virus protection, and identity and access management.
5. Organize and communicate with campuses & departments for IST security projects, training, and/or audits.
6. Configure and monitor district security systems, notifications, mitigate and reports any risks.
7. Provide support for security control implementation, cyber analytics techniques, including threat hunting, system configurations and forensics district wide.
8. Assist in IST security awareness and training for the district to include communication via email, newsletters, online courses, social media, employee, department & campus orientation.
9. Investigate all security incidents, access violations, data corruption or loss, cybersecurity, and takes appropriate action and reports findings.
10. Assist with security appliances, applications, and security measures to protect against threats such as spam or phishing, troubleshooting technical issues, ensuring compliance with relevant regulations and policies, and providing support to users
11. Collaborate on technology projects, district initiatives and/or duties as directed.
12. Assist with technical security related equipment and controls, to include access controls, smart devices, intrusion detection, panic buttons, surveillance cameras and equipment needed for full operability of the district's physical security systems.
13. Work with District Security teams and local public safety entities on district/campus emergency and safety communications systems planning & management to include law enforcement and first responders.
14. Create and maintain accurate technology security documentation, training materials, system diagrams, IST procedures, standards and other documentation as required by project deliverables.
15. Responsible for assigned district vehicle, vehicle inventory, materials, tools, and documentation necessary in the performance of duties.
16. Maintain a professional level of confidentiality concerning personnel and student information.

### **Other Responsibilities**

17. Attend meetings, staff developments and school functions as directed.
18. Follow established safety procedures to perform job duties.
19. Maintain a professional code of ethics and professionalism approach to job duties as assigned.
20. Support the goals and objectives of the school district and follows district policy.
21. Attend work on a regular and routine basis to avoid disruption to district operations.
22. Adhere to the department and district mission, goals, core values and objectives.
23. Provide optimal customer services to all students, employees, and district stakeholders.
24. Stay abreast of industry trends, technological advances, and security & safety school requirements.
25. Sustain and adhere to IST Professional's Code of Ethics and Standards of Conduct.
26. Perform any other duties as assigned by the appropriate supervisor

### **Supervisory Responsibilities**

May assist in personnel supervision as assigned.

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Frequent district-wide travel. Occasional prolonged and irregular hours, with availability for emergency coverage. Work with frequent interruptions. After-hours/holiday/weekend work for upgrades, maintenance, troubleshooting and projects. Must be able to lift, carry, push and/or pull up to fifty (50) pounds frequently; work under inclement weather conditions; exposure to extreme temperatures, chemicals and loud noises; be adaptable to work a shift schedule and/or hours than regularly assigned;

extended periods of walking, standing, bending, reaching, kneeling, stooping, heavy lifting and carrying. Work indoors and outdoors. and around moving objects or vehicles; ladders or scaffolding.

**Terms of Employment**

226 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.