

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY INFORMATION SECURITY OFFICER – IS

Spec No. 3397

BASIC FUNCTION

The County Information Security Officer (CISO) is responsible for designing, engineering, and enforcing security of all information technology systems delivering client business applications, databases, computer hardware/software products, network/telecommunications and audio/visual system infrastructures as well as the associated infrastructure management systems. Working at the enterprise level, a person in this position acts as a technical expert with advanced knowledge and skills covering all IS functions and multiple integrated specialties. The position works to solve highly complex threats and risks in a way that is comprehensively effective, wide-reaching, and applicable to all parts of the county. This position leads others, representing the county for enterprise decisions and emergencies, effectively sharing in-depth knowledge of applications, infrastructure, end user tools, and networking. This person acts with a high level of independent decision making authority. In the course of the responsibilities of the position, this person must address conflicting demands with exceptional strategic critical thinking, and communicates as a departmental spokesperson on enterprise projects and processes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as technical expert, with advanced knowledge and skills in multiple integrated technical areas. All new purchases must be approved by the CISO, who must determine the impact of new technology and cyber threats on the development of new knowledge related to system and server, telephone and audio/visual system hardware, software and databases and components.
2. Solves extremely complex issues that have enterprise-wide/countywide impact, demand an exceptional amount of resources, and are of exceptionally long duration and/or exceptionally high risk. Interprets how federal, state, military, and financial security laws and regulations apply to the county's work and businesses. Plans, designs and architect county programs, data structures, and communications in multiple business specialties to comply with legal and financial mandates.
3. Leads and mentors teams and individuals, directs or supervises staff at lower technical levels, leads groups, is the principal advocate within the county for data control and risk management functions, represents county for enterprise decisions and in emergencies on technical matters in local and regional groups, and initiates significant security improvements and validations in work covering with system and servers, telephone and audio/visual system hardware, software and databases and components.
4. Effectively leads others by applying in-depth knowledge of security threat development, proactive planning, the management and methodologies of security systems and controls. Provides a service level management strategy, does department wide resource and workload planning, and performs detailed cost/benefit analysis techniques for the impact of security requirements on projects that incorporate system and server, telephone and audio/visual system hardware, software and databases and components.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

5. Acts with a high level of independent decision making authority, handling complex issues/projects/tasks that have inherently conflicting demands, enterprise-wide and/or countywide impact, or are highly visible. Considers wide-reaching, complicated factors including finances, time constraints, practicality, staffing resources, effects on mission, risk. Operates with self-discipline, explores new ideas, makes difficult decisions, and initiates actions.
6. Demonstrates expert, rigorous thinking skills on exceptionally complex issues that have enterprise-wide/countywide impact or are highly visible, and/or demand heavy use of county resources. Understands and conveys to others risks and potential long-term impacts. Navigates and helps others navigate high risk situations. Uses and promotes thinking skills that involve analyzing, prioritizing, abandoning prejudices and previous ideas, and applying practical considerations. Delivers an expert level of competency in multiple specialties, disciplines and roles related to the area of securing technology systems and essential data.
7. Serves as the departmental security spokesperson on enterprise projects and processes, acts as a consultant on the feasibility and implementation of existing and new technologies, and interprets for others complex information, mandatory technology controls and tasks about the integration of security processes and tools in technology systems.

STATEMENT OF OTHER JOB DUTIES

8. May perform any of the duties and responsibilities of all lower level positions. May perform duties at the same level from other specialty areas. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree is required and IT certification in multiple directly related specialties is preferred; AND seven (7) years of directly relevant IT security experience, OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must possess a CISSP certification or two other similar security certifications. Must pass criminal background check. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty (expert knowledge);
- project life cycles, service level management strategies, resource and workload planning, and detailed cost/benefit analysis techniques (in-depth knowledge);
- detailed understanding of mandatory security compliance laws including, but not limited to (in-depth knowledge):
 - HIPAA and HITECH health privacy laws
 - Red Flag laws covering release of personal financial information
 - CJIS requirement covering criminal justice information systems for public safety, the prosecuting attorney and the courts
 - PII laws from the FTC protecting individuals' financial identities. State laws also apply under many circumstances
 - PCI requirements governing the ability to process credit transactions
 - The State Public Records Act and compliance with record retention and preservation. State laws may also apply.
 - Court requirement for evidence preservation, including chain of custody and documentation requirements
 - The federal Cyber Crimes Act of 2008
 - Federal Information Processing Standards (FIPS)
 - National Institute of Standards and Technology (NIST) related to security

Ability to:

- understand and follow county, state and federal regulations, policies, etc.;
- facilitate and lead many team-based cross-functional work efforts that affect multiple projects, policies and enterprise standards;
- create and maintain a multi-level architecture for security, covering internal and external threats. Devise, create and direct implementation of enterprise solutions. Integrate security architecture with existing information architecture and database architecture standards
- establish and maintain close working relationships with department, associate, superiors, peers and vendors;
- solve highly complex issues that have enterprise wide impact, potentially demanding an exceptional amount of resources in mitigating extremely high risks;
- maintain current awareness of new technical and cyber threats, and of available methods to manage the risk;
- demonstrate strong written and verbal communication skills;
- create effective documentation;
- able to recognize and resolve conflicts;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- motivate others to perform;
- participate interactively in all manager level meetings;
- interpret client's security needs, including terms of legal compliance.

SUPERVISION

The employee works autonomously, in a self-directed fashion, independently determining assignments, with supervision comprised of occasional reviews and management meetings.

WORKING CONDITIONS

The work is generally performed in typical office conditions. Customers are predominantly internal at the County, with the exception of online service providers. Job requires frequent contact outside the department of Information Services. Will perform some field work in certain specialty areas. Some repetitive movements at a computer or business machine. May require occasional lifting and moving of up to 50 pounds. On-call during off duty hours and required to work evenings, weekends and holidays as necessary. May be assigned work shifts consistent with 24 hours/day, 7 days/week coverage. Service oriented environment with frequent interruptions. Operates motor vehicle.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2014
EEO Category: 2 - Professionals
Pay Grade: 784 - Information Services Pay Plan
Workers Comp: 5306 Non-Hazardous