# ArDOT          Classification Specifications

| Title: | Effective Date: | Grade: | Job Category: |
|---|---|---|---|
| **Information Tech Security Manager** | August 27, 2020 | XVIII | Professional |
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## CHARACTERISTICS OF WORK

This position operates under the supervision of the Information Technology Assistant Division Head. This position is accountable for overseeing the operations of the enterprise's security solutions through management of the IT's security section and establishing an enterprise security stance through policy, architecture and training processes. This responsibility includes the selection of appropriate security solutions, and oversight of any vulnerability audits and assessments. This position also supervises the work of a team of technology specialists to identify and remediate security related problems in a timely manner, so that end users can accomplish business tasks. This manager consults with staff on matters related to performance evaluations, promotions, and hiring, training, and disciplinary activities.

## EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Plan, implement, upgrade, and monitor security measures to protect enterprise systems and information.
- Create and maintain the enterprise's security architecture design, security training program, documentation and procedures and Business Continuity Plan and Disaster Recovery Plan.
- Maintain up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes and the development of new attacks and threat vectors.
- Perform disaster recovery exercises to ensure backup and recovery for critical business computer systems.
- Oversee the deployment, integration and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise's security documents specifically.
- Confer with users to discuss issues, such as computer data access needs, security violations, and programming changes.
- Ensure the confidentiality, integrity and availability of the data residing on or transmitted to/from/through enterprise workstations, servers and other systems and in databases and other data repositories.
- Supervise all investigations into problematic activity and provide on-going communication with senior management
- Supervise and provide leadership to all appropriate technical staff to ensure effective utilization of all manpower while maintaining high standards in terms of confidentiality and general data security.
- Engage in ongoing communications with peers in the Information Technology division; as well as the various business groups, to ensure enterprise wide understanding of security goals, to solicit feedback and to foster co-operation.
- Supervises IT Security positions including, but not limited to, hiring and terminating the employment of, evaluating the performance of, approving time cards for and administering corrective actions for subordinate personnel.

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*MINIMUM REQUIREMENTS*

Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, business administration, or related field of Information Technology application management OR the educational equivalent to a high school diploma plus four years of computer related experience. Experience at working both independently and in a team-oriented, collaborative environment. Supervisory or leadership experience. Experience in planning and design of enterprise security architecture and documents.

Knowledge, skills and abilities:

Knowledge of security applications analysis and how changes in conditions, operations, and the environment will affect outcomes. Knowledge of technology design and generating or adapting equipment and technology to serve security functions. Ability to facilitate relations between business groups and technology department. Effective leadership skills. Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities. Ability to read communication styles of project team leads, team members, and contractors who come from a broad spectrum of disciplines. Ability to effectively manage conflict within team dynamics. Advanced interpersonal, written, and oral communication skills. Adept at conducting research into project-related issues and products. Able to learn, understand, and apply new technologies. Ability to effectively prioritize and execute tasks in a high-pressure environment. Ability to interpret and apply Department policies and procedures. Knowledge of infrastructure, systems and network administration processes and principles.

Working conditions:

Office environment

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

Arkansas Department of Transportation                    EEO Approved: _____