

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:                      INFORMATION SECURITY OFFICER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to ensure the health and viability of the county's shared hardware, network, and information resources. Duties and responsibilities include evaluating the IT infrastructure in terms of risk to the County, establishing controls to mitigate loss, recommending improvements in current risk management controls, and ensuring that information is safe, fast and reliable. Duties and responsibilities also include monitoring bandwidth allocation and utilization, performing backup management and disaster readiness, monitoring centralized hardware health, and auditing County technology resources. Reports to Technical Services Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Evaluates IT infrastructure in terms of risk to the organization and establishes controls to mitigate loss.

Determines and recommends improvements in current risk management controls and implementation of system changes or upgrades.

Assists Technology Services Manager with major hardware installations and server build-outs.

Assists Technology Services Manager with recommending, designing and implementing technology infrastructure in new and existing County facilities.

Security to include attack prevention and mitigation, server patch management, and system crash-recovery.

Maximizing performance, as well as ensuring that our information is safe, fast and reliable.

Serves as OIT's chief investigator during instances of misconduct (e.g. employee indiscretions, inappropriate materials, limiting liability).

Continually monitors bandwidth allocation and utilization to maximize network efficiency, eradicating "leaks" that may be due to denial of service attacks or employee misuse (like downloading music or movies on the county network).

Backup management and disaster readiness to ensure that each county department has a disaster recovery plan and tape retention schedule that meets audit requirements for their individual needs.

Continually monitors centralized hardware health.

Stays abreast of latest internet security risks (e.g. spyware, phishing, trojans, spam, identity theft etc.) and seeks ways to mitigate and ensure county employee awareness.

Routinely audits county technology resources to ensure that they are being used for their intended purpose.

Audits information systems, platforms, and operating procedures in accordance with established county standards for efficiency, accuracy and security.

## **Rutherford County, Tennessee • Information Security Officer**

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Works closely with technology vendors and technical service providers; oversees communications with hardware/software service representatives and technical support representatives; provides information concerning operational and/or mechanical problems as appropriate.

Maintains logs/documentation of work activities, computer operations, system modifications, maintenance activities, installations, and other activities; documents status of repairs.

Works in conjunctions with Chief Information Officer to communicate with the County Mayor, employees, other departments, county officials, system users, vendors, service representatives, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, forge partnerships, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge of state and federal laws governing cyber security; U.S. CERT (United States Computer Readiness Team) recommendation for best practices in cyber security, as well as other applicable laws/regulations; maintains an awareness of new technologies, programs, equipment, trends, and advances in the profession, and monitors their potential impact on the county; reads professional manuals and publications to increase knowledge of computer operations; reviews technical manuals, documentation, and publications; maintains professional affiliations; attends workshops, conferences, and training sessions as appropriate.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree and/or Technical degree in Information Security, Computer Science, Management Information Systems, or closely related field; supplemented by two (2) years previous experience in information technology security and planning and managing projects; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. CISSP, SSCP, CISM, Comptia Security+ or CISA certification is preferred. Must be certified in forensic electronic evidence recovery. Must possess and maintain a valid Tennessee driver's license. May require a background check and fingerprinting to oversee special projects.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including terminology related to computer operations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, machinery, bright/dim light, or electric currents.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Standing at server racks

**Surface:** Wood flooring

**Estimated Total Hours:** 30 minutes **Maximum Continuous Time:** 10 minutes

**2. SITTING**

**Tasks:** Working at computer terminal

**Estimated Total Hours:** 7 **Maximum Continuous Time:** 3

**3. LIFTING/CARRYING**

**Objects:** Servers, PC towers, monitors, switches, routers

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs				X	
51-75 lbs					
76-100 lbs					
>100 lbs					

**4. PUSHING/PULLING**

**Objects:** Pushing/pulling hand carts with PC equipment loaded

**Height of hands above floor during push:** 3 feet

**5. CLIMBING**

**Tasks:** Climbing on ladders to work on server racks, or look at cabling

**Device:** Ladder

**Height:** 6 ft

**Frequency:** Once a month

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Working within racks, working on PC's under desks

**Frequency:** Once a week

**7. REACHING**

**Hands Used:** RIGHT    LEFT    **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Monthly	20 min	20 lbs
21-36"	All	Monthly	20 min	20 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	0 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Crimp set, tone generator, screwdriver

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date