

Wayne-Finger Lakes BOCES
Salary range: \$80,000-\$90,000/yr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

CYBERSECURITY COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree, or higher, in an information technology or computer science field;
OR
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3. Possession of a Bachelor's Degree in an information technology or computer science field AND two (2) year of full-time paid work experience, or its part-time equivalent, in computer and network surveillance, collection and reporting, network administration, or systems administration; OR
4. Possession of an Associate's degree in an information technology or computer science field AND four (4) years of full-time paid work experience, or its part-time equivalent, in in computer and network surveillance, collection and reporting, network administration, or systems administration; OR
5. Possession of one of the following active Industry Standards Certifications: CompTIA+, Microsoft Fundamentals, CSX Cybersecurity Fundamentals, GIAC Information Security Fundamentals Certification, or Systems Security Certified Practitioner (SSCP) AND four (4) years of full-time paid work experience, or its part-time equivalent, in in computer and network surveillance, collection and reporting, network administration, or systems administration; OR
6. Possession of one of the following active Advanced Industry Standard Certifications: CompTIA Advanced Security Practitioner (CASP+), Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), or Certified Information Security Manager (CISM) AND two (2) year of full-time paid work experience, or its part-time equivalent, in computer and network surveillance, collection and reporting, network administration, or systems administration; OR
7. An equivalent combination of training and experience as defined by the limits of (1), (2), (3), (4), and (5) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This senior-level technical position is responsible for the development and management of cyber security programs to protect a department or agency's data. Other duties include analyzing security threats and processes, policies and protocols that will prevent them. The employee reports directly to, and works under the general supervision of a high-level administrator, project manager or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates cybersecurity programs with information services personnel to ensure program execution;
Performs vendor management activities, ensuring the department or agency is receiving proper support as defined in contracts;
Monitors cyber and security threats that could affect the department or agency;
Investigates, evaluates and implements new technologies;
Advises department heads and managers regarding cyber security, terrorism and other data security issues and threats;

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CYBERSECURITY COORDINATOR

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Obtains, budgets, negotiates and submits support contracts for cyber security vendors and other information technology vendors;
Participates in the development of security procedures;
Develops procedures based upon standards for users;
Trains internal and external users and user support personnel in a variety of settings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of information systems and networking concepts; good knowledge of planning for computer system capacity and performance; good knowledge of cyber security program development; good knowledge of the development of security procedures and user account management; good knowledge of government functions as they relate to information technology; ability to negotiate with vendors; good knowledge of computer technology documentation ability to communicate in English both orally and in writing; ability to pay attention to detail; analytical ability; organizational ability; good judgement; physical condition commensurate with the demands of the position.

APPROVED: 11/27/2024

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES