Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-089 **POSTING DATE*: FROM:** 12/15/2025 **TO:** 12/31/2025

JOB TITLE: Network Security Manager (Pending) - New Position effective 1/1/26

RATE OF PAY: 2026 Salary: $50.61/hr

LOCATION: Ontario County Information Technology Department

NOTE: 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.

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: Possession of a Bachelor's Degree, or higher, in Computer Science, Computer Systems Management, Information Technology, or closely related field AND eight (8) years of full-time paid experience, or its part-time equivalent, in managing and designing network and/or data center infrastructure in physical and virtual environments, coordinating and implementation of information technology projects, or performing other information technology analysis and/or support activities.

SUBSTITUTION - EXPERIENCE: Additional education in the specified fields beyond the Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one year of experience up to a maximum of 2 years total.

MINIMUM QUALIFICATIONS – PROMOTIONAL: Must possess in the Ontario County Information Technology Department; EITHER:

1. Two (2) years of Permanent Competitive status as a Senior Network Analyst; OR

2. Three (3) years of Permanent Competitive status as a Network Analyst; OR

3. A combination of (1) and (2) which equals no less than three (3) years of service in the Ontario County Information Technology Department.

APPLICATION DEADLINE / LAST FILING DATE*: 12/31/2025 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the Ontario County Civil Service Employment Portal.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

NETWORK SECURITY MANAGER

QUALIFICATIONS:
County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: Possession of a Bachelor's Degree, or higher, in Computer Science, Computer Systems Management, Information Technology, or closely related field AND eight (8) years of full-time paid experience, or its part-time equivalent, in managing and designing network and/or data center infrastructure in physical and virtual environments, coordinating and implementation of information technology projects, or performing other information technology analysis and/or support activities.

SUBSTITUTION - EXPERIENCE: Additional education in the specified fields beyond the Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one year of experience up to a maximum of 2 years total.

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.

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1. Two (2) years of Permanent Competitive status as a Senior Network Analyst; OR

2. Three (3) years of Permanent Competitive status as a Network Analyst; OR

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SPECIAL REQUIREMENT – AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at time of appointment and maintenance of such license throughout tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This senior-level technical position is responsible for ensuring the security, confidentiality, integrity and availability of electronic information, both at rest and in transmission. This is accomplished by creating, maintaining and enforcing appropriate security policies and procedures; communicating and mitigating identified risks; developing and administering security educational strategies; and evaluating, recommending and deploying security software and hardware. Work is performed under general supervision of the Chief or Assistant Chief Information Officer with a considerable amount of latitude for exercising independent judgment. Supervision may be exercised over other lower-level positions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads in the development, implementation and administration of network security and cybersecurity related policies, procedures, standards, and technical controls;

Continued on Page 2

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Identifies, recommends and plans security software/hardware implementation and enhancements;
Manages vendor relationships, activities, and contracts to ensure full performance;
Oversees the design, configuration, and ongoing governance of core security systems including firewalls, web filters, and web filtering platforms and other systems related to security;
Coordinates and is responsible for the implementation of security systems, including enhancement of already implemented systems and processes;
Designs, implements, and maintains appropriate security measures and technical mechanisms to safeguard electronically stored and/or transmitted data against unauthorized access or compromise;
Maintains technical proficiency in current and new releases of security software and on advancements in the latest security practices and protocols;

Ensures the deployment and ongoing effectiveness of protections that are in place, such as intrusion detection and prevention systems, firewalls, secure network segmentation, and identifies security controls;
Consults with users, management, vendors and technicians to assess computing needs and system requirements as they relate to security software systems;
Serves as the technical escalation point of contact for complex network and security issues, providing guidance and direction to lower-level staff as needed;
Directs and oversees ongoing risk assessment and security monitoring of information systems;
Leads efforts to enhance organization-wide cybersecurity awareness by conducting and overseeing security awareness training and education programs;
Administers security awareness initiatives and recommend remediations as appropriate;
Performs vulnerability scans, penetration tests, and other assessment to identify and assess security gaps;
Performs daily operational real-time monitoring and analysis of security events from multiple sources;
Identifies anomalous traffic, monitor login activity, search for indicators of compromise, and respond to detected events as appropriate;
Evaluates security incidents and determines appropriate response in the event of a security breach;
Collaborates with County departments to assess their technical needs and recommend solutions aligned with County's infrastructure and security strategy;
Handles security incidents from identification through containment, eradication, recovery, and reporting;
Actively monitors emerging threat intel, plans and implements detective and preventive measures as appropriate;
Conducts information security risk reviews for prospective technology acquisitions;
Performs periodic reviews and audits for firewalls, access permissions, monitoring systems, and critical security tools to ensure compliance and identify drift from approved policies;
Responds to audit and examination findings;
Ensures compliance of IT policies and procedures (security, backup, access control, documentation, disaster recovery, etc.) in system implementation;
Develops ongoing needs assessment to identify type and content of security training;
Communicates risks and recommendations to mitigate risks to senior administration;
When applicable, assists other departments to ensure regulatory compliance specific to that department/agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern information cybersecurity best practices, including threat prevention, detection and incident response;
Good knowledge of software, hardware and network protocols and operations;
Good knowledge of planning for computer system capacity and performance;

Continued on Page 3

NETWORK SECURITY MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Good knowledge of the development of security procedures and user account management;
Good knowledge of government functions as they relate to information technology;
Strong interpersonal and organizational skills;
Ability to effectively communicate in English, verbally and in writing;
Ability to relate Information Technology concepts, products, and services to the user community in a non-technical, understandable manner;
Ability to effectively supervise projects and staff;
Excellent analytical and problem-solving skills;
Good communication and presentation skills;
Teamwork and cooperation with colleagues.

APPROVED: NOVEMBER 13, 2025
REVISED: 12/9/25
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTIONS: ONTARIO COUNTY INFORMATION TECHNOLOGY
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES