



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 457.4

Job Title: **IT SENIOR PROFESSIONAL – SECURITY**

Pay Grade: 29

### **GENERAL SUMMARY:**

The purpose of this position is to ensure compliance with IT security plans, policies, and operational procedures. Promotes and supports the city's IT security framework to *identify* the IT assets and data that must be protected, *detect* cyber incidents, *protect* IT assets from intentional or unintentional compromise or destruction, *respond* and *recover* from cyber incidents.

### **RESPONSIBILITIES:**

**TECHNICAL EXPERT:** Typically participates in government and industry technical users groups to remain on the leading edge of IT security threats and mitigation strategies. Ensures the safety of IT assets and protects systems from intentional or inadvertent access or destruction. Ensures that user community understands and adheres to necessary procedures to maintain security. Generally requires familiarity within infrastructure and/or applications functional areas, including domain structures, user authentication, firewalls, network configuration, end point protection, etc. Has in-depth knowledge of intrusion detection and Internet architecture. Must be able to weigh business needs against security concerns and articulate issues to management. Provides guidance to lower-level security professionals.

**OPERATIONS & MAINTENANCE:** Oversees a variety of highly complex analytical and technical assignments; plans, manages, and implements IT security controls; designs and documents IT security processes, procedures, plans, and standards. Ensures effectiveness of IT controls by performing or facilitating penetration testing, vulnerability assessments, and compliance audit activities. Diagnoses compliance gaps; works with business units, external vendors, tenants, and COH departments to attain compliance. Supports security plans for a variety of technologies, business units, and systems.

**STRATEGY:** Understands IT security risks and impact to business objectives. Contributes to IT security strategy and business planning. Advises IT and business leaders on IT security matters; assists with the prioritization IT-security related risks.

**TEAM EFFORT:** Contributes to team effort by accomplishing related results and performing related responsibilities as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Associate's degree in Computer Science, Management and Information Systems (MIS), Business or a related field. System-specific technical certifications may be considered a substitution for Associate's degree.

**Experience in IT security, infrastructure or applications may be substituted for the education requirement on a year-for-year basis.**

**EXPERIENCE:** At least two and a half (2.5) years of information security experience.

**COMPLEXITY:** Individual contributor and acknowledged expert for in one or more areas. Works independently; frequently coaches other professionals on technical issues. Ability to execute highly complex or specialized projects; adopts precedent and may develop new solutions to complex problems. Application-specific technical certifications required.

**IMPACT OF ACTIONS:** Errors in work typically lead to significant inconvenience, risk and costs. The incumbent functions autonomously, with the manager available to answer questions as they arise. Ability to pass and maintain federal security clearances may be required.

**SUPERVISION EXERCISED:** No direct report employees. No indirect reports.

**Direct Supervision:**

**Indirect Supervision:**

**CONTACTS:**

**Internal Contacts:** Level of internal contact is primarily with managers, Assistant Directors, and Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; problem-solving discussions regarding responsibilities, finance or work flow or to facilitate change.

**External Contacts:** Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with affiliated organizations. Interaction requires substantial sensitivity and persuasion leading to resolution of complex issues, e.g., project coordination and higher-level problem resolution.

**PHYSICAL EFFORT:** The position is physically comfortable; the individual has discretion about walking, standing, etc. Operates a motor vehicle.

**WORK ENVIRONMENT:** There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Significant time spent using computer display, keyboard, and mouse.

**PHYSICAL SKILL:** Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands. Operates a motor vehicle.

**MISCELLANEOUS:** Performs related work as required.

**JOB FAMILY:** Information Technology – IT Security

**Technical Track:**

IT Intern  
IT Associate – IT Security  
IT Specialist – IT Security  
IT Professional – IT Security  
**IT Sr. Professional – IT Security**  
IT Security Professional – Expert

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*Effective: February, 2016*

*Revised: June 9, 2017*

**Management Track:**

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IT Lead -- IT Security  
IT Manager -- IT Security  
Information Security Officer (ISO)  
Chief Information Security Officer (CISO)