Director of Information Security
South Orange County Community College District

Job Title	Director of Information Security
Department	District Services IT
Institution	South Orange County Community College District
	South Orange County Community College District, California
Date Posted	Jul. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Director-of-Information-Security_REQ12222
Apply By Email	

Job Description

Title: Director of Information Security

Job Category: Classified Administrators and Managers

Job Opening Date: July 01, 2024

Job Closing Date: August 01, 2024

Location: District Services

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Work Location: Mission Viejo, CA

Department: District Services IT

Pay Grade, for more information click on this link:

https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules

Pay Rate Type: Monthly

Work Days: Monday - Friday

Work Hours:8:00 am - 5:00 pm

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12

Salary: Annual Salary starting from $169,896 to $239,064

Required Documents: Resume and Cover Letter

Job Description:

District Management Team Salary Schedule - Range 20

Application materials must be received by 11:59 pm 07/31/2024.

Required Documents: Resume and Cover Letter.

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Applications missing the required document will not be considered.

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

The Director of Information Security is responsible for providing leadership and strategic direction for information security across the District. They oversee the development, implementation, and management of information security programs to protect District-wide systems, data, and assets. The Director of Information Security ensures compliance with relevant regulations, evaluates emerging threats and technologies, and leads the information security team.

SUPERVISION RECEIVED AND EXERCISED

Under general direction from the Executive Director, Information Technology and Security, the Director of Information Security exercises direct supervision over assigned information security professionals and technical staff. They also coordinate vendor contracts and provide technical direction to employees and contractors outside the IT department.

REPRESENTATIVE DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide strategic direction and oversight for the existing information security program.
- Lead, mentor, and manage the information security team, ensuring continuous professional development and operational excellence.
- Collaborate with senior management to establish and maintain a security posture that aligns with organizational goals and risk tolerance.
- Establish and maintain security governance frameworks and structures to ensure effective

oversight and accountability.
- Oversee the development, implementation, and enforcement of security policies, procedures, and associated plans aligned with industry-standard best practices and regulatory requirements.
- Ensure compliance with existing and emerging regulations and laws, including but not limited to GLBA, PCI-DSS, HIPAA, FERPA.
- Act as the primary point of contact for all information security matters, including incident response, forensic analysis, and resolution of security incidents.
- Develop and maintain relationships with external security organizations, law enforcement, and other relevant entities.
- Drive a culture of security awareness throughout the District, conducting regular workshops, training sessions, and communications on security topics.
- Evaluate and recommend security technologies, tools, and services to enhance the District's security posture.
- Coordinate regular security assessments, audits, and penetration tests to identify vulnerabilities and ensure remediation.
- Report on the status of the information security program to senior management and the Board, providing insights, trends, and recommendations.
- Ensure the security team is equipped with the necessary tools and training to detect, investigate, respond to and recover from security incidents effectively.
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Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Requires a bachelor's degree from an accredited college or university with major course work in information security, cybersecurity, computer science, or a closely related field.

Experience:

Five years of increasingly responsible technical work experience in technology service operations with demonstrated information security responsibilities. Experience in public sector higher education is desirable.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

KNOWLEDGE OF:

- Information security principles, best practices, and emerging technologies including but not limited to Servers, LAN and WAN networks, virtualization, and cloud computing and storage.
- GLBA, PCI-DSS, FERPA, and HIPAA compliance.
- Experience in incident response procedures and computer forensics.
- Oral and written communication skills, including public speaking and presentations.
- Principles of administration, supervision, and training.
- State and federal laws and District policies affecting information security.
- Experience in organizing, leading, and supporting audit compliance initiatives.

ABILITY TO:

- Assure compliance with state and federal laws, and District policies.
- Communicate clearly both orally and in writing about information security concepts to users with

varying degrees of technical ability.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Evaluate emerging information security technologies and make recommendations relating to their use within the District.
- Identify, evaluate, and resolve complex information security problems.
- Interpret, apply, and explain District policies and legal regulations and requirements.
- Lead and facilitate group meetings effectively.
- Lead special projects related to developing new or improved information security systems.
- Maintain confidentiality of personnel, student, and security information.
- Maintain current knowledge of technological advances in the field.
- Monitor the work of external contractors and assure conformance to contract requirements.
- Plan, organize, and direct complex information security projects.
- Prepare and present reports and recommendations.
- Effectively and collaboratively work in a complex multi-college environment, as well as within a system of community college districts.
- Use independent judgment to plan and accomplish goals.
- Work independently with minimum direct supervision.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:

- A valid California driver's license.
- Proof of Certified Information Systems Security Professional (CISSP) certification or equivalent (active and in good standing).
- Payment Card Industry Professional (PCIP) certification is desirable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

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Duties are performed primarily in an office environment at a desk or computer workstation. Incumbents are subject to frequent contact in person and on the telephone with administrative, management, supervisory, academic, and classified staff. Work may require travel to other offices or locations to attend conferences, meetings, or conduct work.

Physical Demands:
Typically must sit for long periods, use hands and fingers to operate a computer keyboard, remember key information, and concentrate for prolonged periods. Must see to read all printed materials, including fine print, computer screens, and electronic displays. Must hear and understand voices to conduct face-to-face and telephone conversations. Must speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups. Must be able to transport oneself to places necessary to perform job duties. May need to lift, carry, and/or move objects weighing up to 10 pounds.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting https://www.socccd.edu/communications/covid-19-information.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

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A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

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DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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