# Assistant Director, Information Security (Restricted Funds)
# Mt. San Antonio College

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| **Job Title** | Assistant Director, Information Security (Restricted Funds) |
| **Department** | |
| **Institution** | Mt. San Antonio College<br>Walnut, California |
| **Date Posted** | Feb. 15, 2024 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Associate/Assistant Director |
| **Academic Field(s)** | Information Technology |
| **Apply Online Here** | https://apptrkr.com/5020818 |
| **Apply By Email** | |
| **Job Description** | |


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**Assistant Director, Information Security (Restricted Funds)**

**Position Number:** CM-127-2024
**Department:** Information Technology
**Job Category:**
**Time (Percent Time):**
**Term (months/year):**
**Current Work Schedule (days, hours):** Monday-Friday 8:00AM-5:00PM
**Salary Range:** M-17
**Salary:**

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M-17Steps 1 - 6: $163,488 - $189,527 annually
**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.
**Open Date:** 02/13/2024
**Initial Screening Date:** 04/09/2024
**Open Until Filled:** Yes

**Application Procedure:**
**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.

- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente $15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the **Mt. San Antonio College Benefits Website** for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

**Basic Function/Overview:**
**DEFINITION:**Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities related to information security for the College; directs the planning and implementation of enterprise information technology systems, business operations, and facility defenses against security breaches and vulnerability issues; responsible for auditing existing systems, while directing the administration of security policies, activities, and standards; develops security plans, user guidelines, and procedures; participates in infrastructure projects to ensure security and compliance requirements are met; assists to direct the implementation and upgrade of existing security practices and systems; promotes awareness of security policies to the campus; assesses and helps to reduce ongoing system security threats and vulnerabilities; monitors system and application compliance with security guidelines and standards; participates in directing the performance of incident response activities; provides highly responsible and complex professional assistance in areas of expertise.

**SUPERVISION RECEIVED & EXERCISED:**Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over assigned staff.

**CLASS CHARACTERISTICS:**This is a management classification in the Information Technology (IT) Department that assists in managing all activities of information security operations and activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Assists in planning and development and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments.

**Essential Duties/Major Responsibilities:**
1. Leads strategic security planning to achieve business goals by prioritizing defense initiatives and coordinating the evaluation, deployment, and management of existing and future security technologies

using a risk-based assessment methodology.2. Collaborates with IT Infrastructure team to establish and maintain secure network architectural designs, firewalls, and network border security tools to address security for internal network and external internet connectivity.3. Oversees systems design and development from business requirements analysis through to day-to-day management; plans and implements information security policies, standards, and operating procedures utilizing frameworks such as Center for Internet Security Critical Security Controls (CIS CSC), National Institute of Standards and Technology Special Publication (NIST SP), International Standard on requirements for information security management (ISO/IEC), and Control Objectives for Information and Related Technologies (COBIT).4. Develops and communicates information security strategies and plans to the executive team, Board of Trustees, College leadership, faculty, staff, students, partners, and stakeholders; acts as an advocate and liaison for the Colleges vision toward information security activities.5. Assists with the design and implementation of disaster recovery and business continuity plans, procedures, audits, and enhancements; performs continual business impact analysis for College systems and processes.6. Develops, implements, maintains, and oversees enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices.7. Defines and communicates corporate plans, procedures, policies, and standards for the organization for acquiring, implementing, and operating new security systems, equipment, software, and other technologies.8. Manages the administration of all computer security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software.9. Manages the administration of the College security systems and their corresponding equipment or software, including industrial supervisory control and data acquisition systems (SCADA).10. Develops, tracks, and controls the information security services annual operating and capital budgets for purchasing, staffing, and operations.11. Ensures that facilities, premises, and equipment adhere to all applicable laws and regulations.12. Recommends and implements changes for information security policies and practices in accordance with changes in local or federal law; provides resolution to information security needs and requirements in a cost-effective manner.13. Assesses and communicates any and all security risks associated with any and all purchases or practices performed by the College.14. Collaborates with IT leadership, privacy officers, and Human Resources to establish and maintain a system for ensuring that security and privacy policies are met; promotes and oversees strategic information security relationships between internal resources and external entities, including government, vendors, and partner organizations.15. Remains informed on trends and issues in the security industry, including current and emerging technologies and prices; advises, counsels, and educates executive and management teams on their relative importance and fiscal impact.16. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures;

responds to staff questions and concerns.17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).18. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.19. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.20. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.21. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.Performs other related duties as assigned consistent with the scope of the position.

**Other Duties:**

**Knowledge Of:**
1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.3. Principles and practices of public agency budget development and administration and sound fiscal management policies and procedures.4. Proven experience in planning, organizing, and developing IT security and facility security system technologies.5. Technology environments, including information security, building security, defense solutions, Role Based Access Controls, and zero trust architecture strategies.6. Business theory, business processes, management, budgeting, and business office operations.7. Data processing, hardware platforms, enterprise software applications, cloud and vendor hosted systems.8. Computer systems characteristics, features, and integration capabilities.9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.10. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills and Abilities:**

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.5. Participate in the design, management, and security of a comprehensive, College-wide, state-of-the-art network infrastructure/services.6. Perform technical specification, design, implementation, and integration on network services in support of Instructional, Student Services, Administrative, and Community Support initiatives and goals.7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.8. Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.10. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.11. Communicate effectively through various modalities.12. Establish and maintain a variety of filing, record-keeping, and tracking systems.13. Understand scope of authority in making independent decisions; review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications/Education & Experience:**
1. Equivalent to a bachelors degree from a regionally or nationally accredited four-year college or university with major coursework in computer science, management information systems, Computer Information System (CIS), Information Technology (IT), business administration, organizational behavior, or a related field, and2. Three (3) years of increasingly responsible leadership and technology support experience in information technology.

**Equivalencies:**
Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

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**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**
Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**Hazards:**

**Conditions of Employment:**
**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

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Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: **Mt. SAC Annual Security Report**.

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**


**Special Notes:**
A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: **employment@mtsac.edu**.

**DO NOT**include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**
Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the **National Association of Credential Evaluation Services Website**.

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**Inquiries/Contact:**
Human Resources
1100 N. Grand Avenue, Walnut, CA 91789-1399
Phone: (909) 274-4225
E-mail: **employment@mtsac.edu**

**Selection Procedure:**
A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**
To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at **Mt. SAC Employment Website** to complete and submit your application for this position.

**EEO Policy:**


**Conflict of Interest:**
Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**


**To apply, visit https://hrjobs.mtsac.edu/postings/11451**

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**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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