



Job Title	INFORMATION SECURITY ADMINISTRATOR
Reports To	Information Services Manager

PURPOSE

Administers the credit union's information security program to ensure protection of member data, security of facilities, and validates existing control processes. In such a manner, that supports the objectives of the credit union and maintains positive member/employee relations.

FUNCTIONS

- Responsible for member marketing of the credit union and a knowledge of all services offered to a degree that will enable answering questions, or referring member for specific services.
- Maintains and manages documentation about physical security such as camera placement diagrams, and minimum standards related to physical security.
- Maintains and manages documentation about logical security such as network security devices and layered controls.
- Reviews reports and daily logs to ensure automated control processes are working as intended.
- Creates monthly reporting for adherence to control processes related to change management and vulnerability tracking case status.
- Investigates potential data loss/data breach incidents.
- Reviews reports and system logs for suspicious activity.
- Creates and/or reviews training programs related to information security to ensure staff is kept aware of the changing threat landscape.
- Stays informed and acts as a resource for security related topics and as a resource for security associated with new infrastructure acquisition.
- Assesses infrastructure to identify vulnerabilities and weaknesses and recommends improvements.
- Assesses policies and procedures to suggest improvements related to information security.
- Assists in the selection process for new security products such as firewalls, anti-virus, intrusion prevention systems, alarms, camera monitoring systems, or other security systems.
- Participates in the semi-annual IS security meeting.
- Creates the annual information security report for the board of directors.
- Performs annual risk assessment related to Information Security.
- Acts as the Credit Union's Information Security Officer.

- Provide the Information Services Manager with reports regarding progress made and results achieved in all areas of responsibility.
- Assists the Information Services Manager as needed.

CONTACTS

Establishes and maintains positive relationships necessary to carry out the functions of this position.

JUDGMENT/AUTHORITY

This position relies on limited experience and judgment to plan and accomplish goals. The incumbent works under general supervision of the Information Services Manager. The incumbent is authorized to take any action to carry out the responsibilities assigned by the Information Services Manager or delegated project manager so long as such action does not deviate from established policies and represents sound business judgment; except for specific limitations placed on the incumbent's authority by specific assignments to other personnel.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Requires interpersonal skills to establish and maintain positive working relationships.
- Ability to communicate effectively both verbally and in writing.
- Ability to gather data and use reference material to resolve issues.
- Ability to adapt and adjust to the ever changing technology environment.
- Exceptional understanding of network and server technologies.
- Exceptional critical thinking and reasoning skills.

PREREQUISITES FOR THIS POSITION

- **Minimum Education:** Bachelor's degree in an Information Services related field or equivalent combination of education and experience required.
- **Minimum Experience:** Five years of experience in an information security role. Strong working knowledge of devices such as firewalls, intrusion prevention systems, network devices, and concepts such as secure networking, control processes, and control reviews. Certified Information Systems Security Professional CISSP highly desired.
- **Personal Characteristics and Skills:** Must be of the highest integrity; be in good health and with personal habits above reproach. Must practice confidentiality. Must be a mature person with sound judgment. Must have a high degree of self-motivation, organizational skills, and be able to work independently with the ability to make sound decisions. Must be able to take directions and seek the council of supervisor as necessary. Must be able to lift 40 pounds.
- **Working Conditions:** Continuous alertness, precision, and concentration to ensure accuracy. Continuous alertness of surroundings for security purposes. May require performing basic numeric calculations, as well as writing, reading, comparing and analyzing. Exposed to potentially hazardous conditions, i.e., robbery. This position may require extended or irregular hours. Continuous standing and/or sitting for long periods of time when performing duties related to this position. Occasional bending, squatting or kneeling. Occasional reaching above shoulder level to reach supplies overhead. Continuous speaking and hearing for interactions with members and co-workers.

Employee Signature

Date

Supervisor Signature

Date