



## Job Description

**Job Title: Executive Managing Dir. – Cybersecurity & Digital Services JTC: TCN**

**Salary Range: N10**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for directing the activities of a specific department or departments within an organization. Manages other employees and ensures all business goals and objectives are reached. Ensures compliance with district policies and procedures as well as regulatory rules and regulations.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge and experience in providing leadership, planning, and execution of policies/procedures, systems, products and/or services within assigned area of responsibility. Understands the most effective and efficient way to accomplish tasks within the parameters of the organizational hierarchy. Demonstrates agility when leading organizational initiatives or when supporting the initiative of others. Demonstrated ability to formulate objectives and priorities and implements plans consistent with the long-term interests of the organization.

Ability to evaluate critical activities in terms of value added, impact, etc., managing time and the tasks associated in a fast-paced, changing environment. Demonstrates a capacity for understanding the business operations and functions within the organization. Ability to leverage technology to solve business problems. Knowledge of laws and regulations related to integrity of information. Ability to maintain confidentiality and acts with personal, professional and behavioral integrity.

Ability to foster collaboration, develop networks and build alliances with diverse stakeholders and constituents to achieve common goals. Ability to work as part of a team and participate in team projects to ensure timelines are met. Demonstrates a commitment to continuous improvement, including understanding of applicable technology, processes and procedures.

Ability to maintain focus and persevere in the face of obstacles. Ability to prioritize tasks, use time efficiently and respond quickly and constructively when faced with challenges. Ability to transform and align organization through its people to drive improvement in new and challenging directions.

Must be able to effectively communicate information and engage in conversations with diverse stakeholders and constituents using appropriate communication modes and methods. Demonstrates an awareness and respect of cultural differences and individual values, leveraging the strengths of others to accomplish goals.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May be required to lift and move materials and equipment.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree with seven (7) years of work-related experience including two (2) years of supervisory experience. Advanced technical knowledge in cybersecurity and digital forensic technology. Official transcripts are required. Must have valid driver's license to travel off site. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for devising strategies and implementing IT solutions to manage the district's digital and forensic incident response processes and minimize the risk of cyber-attacks. Ensures monitoring and testing of business continuance procedures and response to system failures. Develops documentation and manages controls to ensure compliance with all internal and external security standards. Ensures compliance related to investigations and reporting standards and changing laws and regulations. Conducts research and stays current on the latest issues affecting industry and/or infrastructure vulnerability through professional development activities.

Constantly updates information security strategies to leverage new technology and threat information. Creates internal and external-facing documentation regarding security policies and standards; responds to internal and external inquiries. Briefs management on status and risks, recommending new security measures to enhance network safety, as applicable. Manages various security applications and tools following strict guidelines and procedures to minimize information security compromises.

Schedules and oversees periodic security audits and collaborates with IT audit team to ensure audit gaps are remediated in a timely manner. Develops, implements, and oversees enforcement of security guidelines, procedures and work plans based on industry best standards. Assesses and manages security operations in partnership with internal/external stakeholders and constituents to provide continuous improvement in monitoring and reporting security incidents.

Reviews investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities. Identifies risks and actionable plans to protect infrastructure. Ensures that information security policies, procedures, and best practices are kept up-to-date and communicated to all personnel and that compliance is enforced. Accountable for other related information collection, analysis, and security incident investigation initiatives.

Fosters diversity and utilizes excellent interpersonal, presentation, oral and written, communication skills when interacting with diverse members of the DCCCD community network, communicating in terms relevant to audience. Provides excellent customer service. Performs other duties as assigned.

Supervises six or more employees and manages a budget of approximately \$2M.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*