



Job Title: Information Technology Director

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 122
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position may lead the information security operations for the College or may oversee the PeopleSoft systems across SPC. In providing information security, this position conducts technology risk assessments across all SPC facilities; identifies, rates, and tracks risks to enterprise systems and business operations; assists the security and compliance staff to implement surveys, interviews, inspections, audits and reviews associated with risk assessments; engineers technical controls to mitigate risk; performs risk assessments for new vendors and technology platforms prior to acquisition; and periodically updates assessments for critical vendors and systems. Duties may also include: developing an information security vision and strategy that is aligned to the College priorities and facilitates the College's business objectives; developing a comprehensive Information Security Program using a recognized information security framework such as National Institute of Standards and Technology (NIST); and raising the awareness and importance of information security. In providing Oracle database administration, duties may also include providing technical support for advanced technologies such as supporting the various PeopleSoft systems for the College and creating action plans for ongoing technical advancements.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Develops an information security vision and strategy that is aligned to the College priorities and facilitates the College's business objectives; establishes related annual and long-range security and compliance goals.
- Depending on area; develops a comprehensive Information Security Program using a recognized Information Security Framework, e.g., National Institute of Standards and Technology (NIST); develops and implements security projects that address identified risks and business requirements; creates and manages cybersecurity and risk metrics for the organization; and champions security awareness to the College at large.
- Depending on area; directs Enterprise Systems administrative actions; develops and implements security controls using various enterprise technology products for threat

monitoring, threat detection, data loss prevention, vulnerability metrics, security reporting and alerts, intrusion prevention, and data loss protection.

- Depending on area; analyzes and monitors for indicators of compromise such as account activity anomalies, impossible travel, and risky sign-ins/sessions; responds and investigates unauthorized disclosures, breaches, prohibited activities, attacks on students, SPC personnel, or information technology resources; and develops and maintains an incident response program including both high level management communications plans and detailed runbooks for common scenarios.
- May perform alternative duties such as: providing Oracle database administration services for PeopleSoft systems (financials, HR, Campus Solutions, etc.); creating technical project plans regarding future and current tasks; implementing project plans while reporting status to management; providing technical support for certain project; and providing technical monitoring of crucial systems depending on area of responsibility.
- Prepares, manages, and recommends changes to budget and project resources.
- Plans, coordinates, and oversees maintenance and accuracy of policies and procedures related to area of responsibility.
- Manages and provides collaborative leadership for support areas; determines best methods for providing service and support; and provides related guidance to management.
- Oversees online and face-to-face information and training for all College staff and faculty.
- Supervises assigned employees.
- Oversees computer and network forensic operations to identify, preserve, recover, analyze and present facts and opinions about the digital information.
- Provides regular reporting on the current status of the programs and systems program to the executive management team.
- Collaborates closely with others.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in information systems or a related field; six (6) years of related work experience in area of responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Networks, security, programs, software, platforms, websites, and operating systems;
- Applicable local, state/province, and federal/national statutes and guidelines;
- Common industry standards and compliance frameworks such as ISO27001/27002 or NIST-800;
- Customer service principles;
- Management principles;
- Training principles;
- Budget principles; and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Interfacing with management, coworkers, clients, vendors, contractors, and other stakeholder;
- Supervising and evaluating employees;
- Organizing;
- Planning;

- Assessing risks;
- Analyzing;
- Solving problems;
- Developing policies and procedures;
- Managing multiple projects and programs simultaneously;
- Maintaining and operating various networks;
- Managing time;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work;
- Monitor and evaluate work;
- Pay attention to details;
- Multi-task;
- Identify alternative solutions to problems and implement solutions;
- Interpret technical and statistical information; and
- Communicate technical information to non-technical audiences.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

One or more of the following certifications: CISSP, GSEC, CISA, CISM or similar Cybersecurity certifications.

Oracle Database Administration certification depending on assigned area.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	

Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.