

Sam Houston State University Human Resources

Staff Classification Description – Director of Information Security

Skill Category: Executive/Administrative

Position (Employee) Class: 1M170

Grade: NC

Date: 11/2016

Department: Information Security Office

Educational & Experience Requirement: Bachelor's degree in Computer Science or a related field. Six years of relevant experience in a directly related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: The Director of Information Security will provide leadership, vision, and management to the Information Security Office overseeing the information security of the University's network.

Supervision Given & Received: Supervises full-time employees and leads team projects involving two or more department staff. Receives minimum direction from the Vice President of Information Technology.

Primary Responsibilities: Provides leadership, vision, and management to the Information Security Office. Oversees projects and analysis that cross functional agency systems and other state and industry entities. Develops and implements strategic planning actions and policy decisions and makes recommendations concerning the direction of the division's efforts. Prepares security documentation and justification. Performs security administration and education. Performs advanced and managerial information security analysis work. Performs risk analysis, planning, budgeting, and analyzing user requirements, procedures, and problems to ensure security compliance. Ensures university practices comply with all policy and regulatory guidelines. Plans, assigns, trains and supervises the work of others. Leads team projects. Assists with the analysis and definition of university disaster recovery responsibilities and procedures. Assists with the documentation of present and proposed systems in terms of risks, procedures, and policies. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within departments, workgroups with professional or managerial staff, and outside vendors. Work requires critical judgment, a high level of initiative, and complex reasoning to solve division and university problems. Work requires attention to detail as errors will be potentially serious.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.