

**ORANGE COUNTY  
MANAGEMENT CLASS SPECIFICATION**

**TITLE:** ASSISTANT DIRECTOR OF CYBERSECURITY **GRADE:** 23

**TITLE ABBREVIATION:** ASSIST DIR OF CYBERSEC **TITLE NO:** 568660

**JURISDICTION:** C **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE :** AD

**DEPARTMENT:** INFORMATION TECHNOLOGY SERVICES

**NATURE OF THE WORK:** The Assistant Director of Cybersecurity is responsible for assisting the director with establishing and maintaining a strategic cybersecurity program within county government. This position plays a critical role in safeguarding sensitive information, protecting critical infrastructure, and ensuring compliance with relevant regulations and standards. This is accomplished assisting in the creating, maintaining, and enforcing appropriate security policies and procedures; communicating and mitigating identified risks; developing and administering security educational strategies; and evaluating, recommending, and planning security driven initiatives.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class in the competitive classified service. Work is performed under the general supervision of the Director of Cybersecurity of Information Technology Services. Work is performed with wide leeway for the independent judgment in carrying out the assigned duties. Does related work as required.

**TYPICAL DUTIES AND TASKS:**

- Assists in the development and execution of a strategic cybersecurity program aligned with county goals;
- Establishes plans, policies, procedures, and best practices to mitigate risks;
- Identifies, assess, and prioritizes cybersecurity risks across IT infrastructure;
- Ensures compliance with relevant laws, regulations, and industry standards;
- Conducts ongoing risk assessment and security monitoring of information systems;
- Assists with the day-to-day security operations, and incident response and resolution;
- Monitors security events from multiple sources and respond to detected incidents;
- Maintains appropriate security measures to guard against unauthorized access;
- Stays current on advancements in security practices and protocols;
- Evaluates and procure security products/services to enhance cybersecurity posture;
- Develops and deliver cybersecurity training programs for county employees;
- Manages relationships with cybersecurity vendors and service providers;

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Assists in the development and management of the cybersecurity budget, ensuring optimal resource allocation;

Coordinates remediation of vulnerability scan and penetration testing findings;

Coordinates work efforts between users, technical staff, and other departments;

Assists other departments to ensure regulatory compliance specific to their needs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of information cyber security best practices; Good knowledge of software, hardware, and network protocols and operations; Strong interpersonal and organizational skills; ability to express ideas clearly and concisely using strong written and verbal communication skills; ability to relate Information Technology concepts, products, and services to the user community in a non-technical, understandable manner; excellent analytical and problem-solving skills; good communication and presentation skills; teamwork and cooperation with colleagues.

**MINIMUM QUALIFICATIONS:** Either

- A. Master's degree\*, and one (1) year of experience, supporting cybersecurity, information security, computer science or related field; and must have been in a project management or supervisory capacity; OR
- B. Bachelor's degree\* and three (3) years of experience, supporting cybersecurity, information security, computer science or related field and at least two (2) years of which must have been in a project management or supervisory capacity; OR
- C. Associate's Degree\* and five (5) years of experience as defined in (B) above, two (2) years of which must have been in a project management or supervisory capacity.

**Note** \*Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Note-** Cybersecurity Information Security Officer (CISO) experience/qualifications preferred but not required.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

ADOPTED 9/14/24