

INFORMATION SECURITY SPECIALIST

Work Year: 12 Month Position

FLSA Status: Non-Exempt

Responsible to: OME-RESA Executive Director

Job Objectives:

Information Security Specialist enhances the information security posture of OME-RESA school districts. This includes, but is not limited to, the development and implementation of information security policy, training, and cybersecurity technologies that align with the Ohio Department of Education's K12 information security framework.

Qualifications:

- Associate's or Bachelor's Degree preferred in information and/or cybersecurity or related industry-related certification, or equivalent experience in an area deemed appropriate by the OME-RESA Board of Directors.
- Experience in information security or related field.
- Experience with computer network penetration testing and techniques.
- Understanding of firewall (IDS/IPS), SIEM, antivirus, MDR/EDR technologies.
- Understanding of the identification and mitigation of system and/or network vulnerabilities.
- Understanding of the NIST, SOC2, and FISMA cybersecurity frameworks.
- Understanding of an information security audit process.
- Proficient with Microsoft Office applications.
- Ability to successfully coordinate, guide, and support projects in a collaborative manner.
- Experience working with teams of diverse backgrounds and technical abilities.
- Demonstrated ability to manage multiple tasks and priorities.
- Excellent oral and written communication skills.
- Excellent interpersonal communications and human relations skills.
- A high level of professional integrity.
- Strong analytical and organizational skills.
- Documented evidence of a clear criminal record.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)

Essential Duties and Responsibilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Other duties may be assigned.*

- Work with the Chief Security Officer and the MCOECN to coordinate the implementation of ODE cybersecurity frameworks for 50 individual OME-RESA school districts.
- Develop and coordinate resources to ensure districts obtain periodic information security audits to assess their overall security posture, including cybersecurity.

- Meet regularly with district leadership teams to provide guidance on information security policies and procedures, training, and pertinent security technology systems.
- Develop a plan of action and milestones that track the progress of each district's information security program, and provide periodic updates on progress to district leadership teams.
- Develop methods to receive updates from DHS (CISA), FBI, and other cyber defense resources to provide timely communications to OME-RESA districts on emerging and active cybersecurity threats.
- Identify cybersecurity-related technologies and systems that can be purchased collectively to provide cost savings to OME-RESA districts, while at the same time improving the overall security posture of the OME-RESA network.
- Be available to attend district board of education meetings to provide information security program updates.
- Accept responsibility for decisions and serve as a positive role model.
- Develop programs/reports using available tools
- Maintain open communication and a cooperative relationship with related external agencies and organizations.
- Meet the CEU/staff development requirements of the OECN standards to remain current with advances in information technology and organizational administration.
- Set a professional image for OME-RESA through the use of interpersonal skills, including but not limited to courteous manners, a positive attitude, and a cooperative demeanor.
- Organize tasks and manage time effectively.
- Maintain the confidentiality of privileged information.
- Maintain an acceptable attendance record and be punctual.
- Uphold board policies and follow administrative procedures.
- Maintain a positive and cordial relationship with OME-RESA staff, owner-customers, and the general public.
- Exercise a leadership role in the improvement of services provided.
- Identify opportunities for growth and expansion of OME-RESA services.
- Employ independent judgment, initiative, and decision-making skills.
- Perform other specific job-related duties as directed by Executive Director.

Language Skills: Read, analyze, and interpret common scientific and technical journals, financial reports, legal documents, and technical software documentation.

Respond to common inquiries or complaints from staff members and clients, regulatory agencies, or members of the business community. Write reports and procedure manuals. Effectively present information to the OME-RESA Leadership Team, Board of Directors, user entities, and public groups. Communicate clearly and concisely both orally and in writing.

Reasoning Ability: Define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Working Conditions: *Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.*

- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Use of personal vehicle for travel purposes may be required.
- Duties may require riding in a vehicle.
- Duties may require driving a business supplied vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for frequent work near moving mechanical parts.
- Potential for exposure to fumes or airborne particles.
- Risk of electrical shock.
- The noise level in the work environment is moderate to occasionally loud.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk, or hear and will frequently repeat the same hand, arm, or finger motion such as typing. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, taste and smell. Employees will regularly interact with clients and other staff members both in person and on the telephone. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee may occasionally be expected to move up to 100 pounds or more but may obtain assistance or use equipment and carts to facilitate these tasks. Specific vision abilities demanded by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER:

The Ohio Mid-Eastern Regional Education Service Agency (OME-RESA) is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed and OME-RESA reserves the right to revise or change job duties and responsibilities as the need arises. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

The job description does not constitute a written or implied employment contract.