

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Information Security Architect | Range: 26 | Management Schedule |
| Date Revised: | | Date Approved: | May 10, 2022 |
| THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO ONE-YEAR PROBATIONARY PERIOD | | | |

PRIMARY PURPOSE

Under the direction of the Vice Chancellor, Educational Services and Technology or their designee, this position is responsible for designing, building, testing, implementing, updating, and maintaining the District's computer and network security infrastructure; serves as a technical expert for complex and mission critical business processes and systems, providing consultation and guidance to stakeholders using advanced analytical and technical skills.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Design, integrate and implement systems security infrastructure; develop project timelines for ongoing system upgrades. |
| 2. | Assess potential systems and process vulnerabilities to determine security infrastructure requirements and make necessary updates; conduct regular system tests and ensure continuous monitoring of network security. |
| 3. | Cultivate a culture of security awareness and arrange for continuous education of personnel to ensure security policies, procedures, and requirements are adhered to at all times. |
| 4. | Recommend and implement changes to enhance systems security and prevent unauthorized access; conduct research on security trends, new methods and techniques used in unauthorized access of data to eliminate the possibility of system breach; establish disaster recovery procedures and conduct breach of security drills. |
| 5. | Establish disaster recovery procedures and conduct breach of security drills; promptly respond to all security incidents and provide thorough post-event analyses. |
| 6. | Develop policies and procedures to prevent unauthorized access of systems. Guide and direct best practices for the protection of information. |
| 7. | Ensure compliance with privacy laws and state and federal requirements and standards and coordinate with campuses and departments so that applicable standards are met. |
| 8. | Compile, review and analyze information relating to technical resource operations and prepare reports, summaries and recommendations as required by organization activities. |
| 9. | Coordinate communication with other organizational entities as well as with District organizations and campuses. Provide technical assistance and guidance; conduct staff meetings, design reviews and project meetings as required. |
| 10. | Maintain current knowledge of technical advances in hardware, media, software, procedures, and methodologies, and exchange knowledge with vendors, campus and District personnel, and users to ensure issues are resolved. |

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| 11. | Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned. |
| 12. | Provide guidance, lead project teams, committees and/or other collaborative efforts. May train, supervise, evaluate and direct the work of staff, as assigned; participate in selection and hiring processes. |
| 13. | Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. |
| 14. | Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment. |
| 15. | Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees. |
| 16. | Perform related duties as assigned. |

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Information Security Architect maintains frequent contact with college and District administrators, instructional services personnel, District technical personnel, vendors, consultants and contractors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from a regionally accredited institution and a minimum of four (4) years of related experience.

Extensive experience in information security and/or IT risk management with a focus on security, performance and reliability

Experience implementing multi-factor authentication, single sign-on, identity management or related technologies

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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Desirable Qualifications

Good working knowledge of current IT risks and experience implementing security solutions.

Experience with Enterprise Resource Planning Systems

Two years of professional experience involving enterprise-wide strategic technology planning and infrastructure management.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Ability to establish and maintain effective working relationships with others

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a shared governance model

Knowledge of compliance issues and industry standards frameworks

Knowledge of managing, crafting and delivering complex security solutions

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements, including Title 5

Knowledge of applicable federal and state laws, codes, and regulations

Knowledge of emerging IT technologies and the possible impact to existing information systems, instructional processes and business operations

Knowledge of principles and practices of administration, supervision, and performance evaluation

Knowledge of enterprise resource planning systems and software applications

Knowledge of general research techniques and data driven analytics

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of budget development and maintenance Knowledge of appropriate software and databases

Knowledge of principles of agile project management, planning and program review

Ability to interact with a broad cross-section of personnel to explain and enforce security measures

Ability to lead and present to large groups to communicate security best practices

Ability to drive issues to resolution across a diverse, multi-campus District

Ability to work with diverse teams in a dynamic environment

Ability to communicate complicated technical issues and the risks they pose to stakeholders and management

Ability to manage, develop and maintain reporting systems and procedures

Ability to coordinate, develop, implement and manage projects

Ability to direct the maintenance of a variety of reports, records and files related to assigned activities

Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services

Ability to lead, motivate, train, supervise, evaluate personnel and provide work direction

Ability to assess, analyze, implement and evaluate complex project activities

Ability to analyze situations accurately and adopt effective courses of action

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Ability to clearly organize and present information
Ability to implement and facilitate organizational change
Ability to maintain current knowledge of technological trends and advances in the field to provide direction for future systems and applications
Ability to plan and organize work to meet changing priorities and deadlines
Ability to exercise initiative and independence of judgment and action
Ability to communicate efficiently orally and in writing, with internal and external diverse constituencies
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California driver's license

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
