# CHIEF INFORMATION SECURITY OFFICER

**APPLY ONLINE AT WWW.CALOPPS.ORG**

**FILING DEADLINE**
Friday, November 6, 2020 by 5:00 PM

**JOB TYPE**
Regular, Full-Time

**SALARY**
$12,126 - $15,157 per month

**THE POSITION**
The City of Dublin is currently seeking a seasoned Chief Information Security Officer (CISO) to oversee and implement City policy regarding information technology and information security use, direct the activities of the Information Systems Division, and participate as a member of the City Manager's Office management team in departmental policy development and administrative planning.

**EXAMPLES OF DUTIES**
The following key elements describe the basic duties and responsibilities of the position:

- Administers, manages, coordinates, installs and upgrades the City's computer, network, telecommunications, and information technology hardware and software including City operated Wi-Fi networks; security systems including surveillance systems, alarms and access control technology; City's fiber network; and phone systems.
- Designs and develops requirements for systems technology, systems security and applications; performs and/or directs systems design work, operations and maintenance, program development, integration testing, deployment, training, and documentation.
- Establishes controls on data, system security and policy on the use of technology and application to City programs; analyzes procedures and recommends improvements; prepares reports.
- Prepares, manages, and monitors the Division budget; estimates costs and impact of new technology and applications; consults with and advises City management on information technology, systems security, policies, and the status of projects; develops procedures for handling data, operations activities, systems security and departmental requests for new technology and services.
- Confers with vendors and assists departments in assessing applicability to City's standards and needs; evaluates and purchases all information technology hardware; ensures cost effectiveness and compatibility with existing systems; serves as liaison between vendors, purchasing, and City departments; negotiates with vendors to purchase information technology hardware and software.
- Selects, supervises, and evaluates the work of consultants and integrates consultant's work into the City's technology program; writes bid specifications for new equipment; reviews bids and makes

decisions and recommendations.

- Directs the activities of managers/supervisors and staff in the Division; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; sets performance standards and develops appropriate goals and priorities; submits hiring and termination recommendations.
- Develops, evaluates and administers Department and Division goals, objectives, policies and procedures; assures Divisions' plans and activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; reviews project work papers and approves project plans and procedures.
- Assures the integrity of Division work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, State, and City policies and practices; reviews and prepares status reports and recommends appropriate actions.
- Assures a productive, efficient and technically competent work environment; assures effective communications with other City Departments and outside agencies; sets Division priorities and assures program and project deadlines and performance standards are met.
- Assures that any direct reports comply with all City safety requirements and practices.
- Makes presentations to the City Council and other groups; may be assigned to supervise ancillary operations as needed.
- Coordinates meetings with regional agencies, local businesses, and community groups as required. Maintains the absolute confidentiality of all records and information.
- Perform other related duties as assigned.

## QUALIFICATIONS

1. Education: A Bachelor's degree from an accredited four-year college or university with a major in computer science, engineering, information systems, or a related field. A Master's degree in a related field is preferred.
2. Experience: Five years of increasingly responsible full-time experience in information technology which has provided skill in a variety of software and hardware issues, including systems analysis and design; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below. Two years of administrative management and/or supervisory experience and familiarity with the type of hardware and software installed at the City or other City systems are desirable.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability is required.

## Knowledge of

- Information systems, technology security, telecommunications, programming, and computer operations.
- Principles, procedures, practices, techniques, nomenclature, and symbols associated with computer science, telecommunications, and systems analysis.
- Data processing field sufficient to make recommendations regarding changes in office operations. City organization, operations, policies and procedures.
- Principles and practices of computer systems design, operation, administration, and control. Current hardware and software supply sources, pricing, and quality.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

- Techniques and practices for effective, efficient, and cost-effective management of allocated resources. Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Project and contract management, and negotiation principles and techniques.
- Personal computer hardware and software, network systems, and peripheral equipment. Record keeping and file maintenance principles and procedures.

### Ability To
- Assume management level responsibilities and make appropriate decisions, while assuring compliance with City goals and objectives.
- Operate diverse technologies and applications.
- Plan, organize, supervise, and evaluate the work of employees engaged in information technologies.
- Implement systems to meet defined requirements and/or lower the cost of City operations.
- Design or procure new systems according to departmental requirements.
- Present and defend reports and information in public meetings.
- Interpret technical instructions and analyze complex variables.
- Establish and maintain effective working relationships with others.
- Communicate effectively in English both orally and in writing.
- Prioritize daily tasks and work requests given broad priority guidelines.
- Read and understand complex manuals and guidelines related to hardware and software.
- Analyze issues, evaluate alternatives, and makes logical recommendations based on findings.
- Interpret and apply City standards and policies.
- Use initiative and independent judgment within established procedural guidelines.
- Assess and prioritize multiple tasks, projects and meet critical time deadlines.
- Establish and maintain cooperative working relationships with City employees, officials, the general public and representatives from other local, State and Federal agencies.
- Communicate effectively both orally and in writing.
- Work the hours necessary to accomplish the assigned duties, including evening and weekend hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.

## BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Chief Information Security Officer** position is **$12,126 - $15,157** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to $1,780.31 per month; ($1,900 per month beginning January 2021)
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/$900 annual account seed money (HRA); ($1,000 HRA beginning January 2021)
- City-paid $50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program $25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Thirteen paid holidays (including one floating holiday) per year; (2 Floating Holidays beginning January 2021)
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## ABOUT THE DEPARTMENT

The City of Dublin's Information Technology Division is one of six divisions in the City Manager's Office. The primary responsibility of the Information Technology Division is to oversee the installation and maintenance of City's computer network systems and protect IT infrastructure, edge devices, networks, and data from malware attacks or breaches. The Division consists of five full-time staff: Chief Information Security Officer, Information Systems Manager, Network Systems Coordinator, Information System Specialist and Information Systems Technician.

## ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,659 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## HOW TO APPLY

Apply online at **www.CalOpps.org**.  Once there, click on "**Member Agencies**," "**City of Dublin**," then on "**Chief Information Security Officer**" and "**Apply Now**."  Applications must be received by 5:00 p.m. on Friday, November 6, 2020.  No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change.  The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.