



Office of Human Resources  
IT Security Manager - CI1870  
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### General Statement of Duties

Researches and recommends the policies and procedures that the City and County of Denver should have in place to implement, evaluate, and improve the tools, methods, procedures and other controls necessary for protecting all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering. Evaluates and monitors all information assurance and network security practices within City government and enforces their adherence to Citywide policies and procedures for managing the security of all electronically produced and stored information within City government.

### Distinguishing Characteristics

Information Security Manager is distinguished from other professional information technology classes and positions in these classes that have security oriented responsibilities by establishing formal methodologies, promoting best practices and overseeing the development of information security initiatives on behalf of Citywide interests. This class is solely concerned with a security-related duty assignment. Information Security Manager is distinguished from Project Manager by the fact that, although it performs project management tasks, project management duties are only performed in conjunction with the primary information security-related duties. Information Security Manager is distinguished from Manager by the fact that Manager directs an operational and/or functional area. Information Security Manager, rather than managing operations, functions instead as a specialized individual contributor in information security establishment.

### Level of Supervision Exercised

By position, supervises professional, technical and/or administrative support staff.

### Essential Duties

Researches current and/or proposed federal and state laws and regulations, industry trends and best practices in the field of information security to determine their applicability to the City's information technology operations.

Evaluates and audits current information security policies and procedures utilized throughout the City to ensure compliance with any applicable federal and state laws and regulations.

Assists with or provides guidance on the development of policies and procedures to maintain consistency citywide in any information security practices and to incorporate changes needed for compliance with federal and state regulations.

Analyzes and evaluates all aspects of enterprise information security (e.g. information security architecture, disaster plans, etc.) then provides guidance on the development and implementation of procedures for maintaining the City's information systems network technology.

Communicates citywide information security policies and procedures to information technology managers and other professionals at the department and agency levels.

Provides consultation and advice to information technology managers and other professionals throughout the City on security issues.

Provides training to information technology professionals at all organizational levels on relevant federal and state laws and regulations, information security policies and procedures, and industry trends and best practices.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Partnering - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

### **Knowledge & Skills**

Knowledge of complex information security infrastructures.

Knowledge of the principles and processes of both tactical and strategic information technology program management.

Knowledge of life cycle and risk management and the mechanisms by which they tie to policy compliance.

Ability to establish formal methodologies and promote best practices on behalf of the City.

### **Education Requirement**

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

### **Experience Requirement**

Three (3) years of professional level information technology experience which included the performance of duties most of the following areas: information security architecture, information security procedures and controls, physical security, attack & penetration testing, application testing, information security program gap analysis and incident response.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Work is primarily performed in an office setting and frequently at other locations for meetings.

Work involves pressure due to multiple calls and inquires and is subject to interruption.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Color vision: ability to distinguish and identify different colors.

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Accommodation: ability to adjust vision to bring object into focus.

Standing: remaining one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Vision: To observe animal behavior, read signs, and reading colors.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: I-818**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**