# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: MANAGER SECURITY, NETWORK & SYSTEMS ENGINEERING

## **BASIC FUNCTION:**

Under the direction of the Director III-Information Systems, plans, organizes and directs the activities and operations of the security, network, and systems engineering team in the Information Systems Center (ISC) of the Technology Services Branch (TSB); creates and implements security systems to ensure the integrity of data and communications at the Santa Cara County Office of Education (SCOCE); prepares and maintains the systems and network engineering budget and expenditures; supervises and evaluates the performance of assigned personnel.

## **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### ESSENTIAL DUTIES

Plans, organizes and directs the activities and operations of the security, network, and systems engineering team of the ISC; conducts meetings to review ongoing issues and projects; works individually or in groups with team members to provide direction, assist with technical issues, facilitate and perform project planning and facilitate customer interactions; develops goals and objectives for the unit and department.

Oreates, maintains, and documents the policies, procedures, guidelines and direction for information security to protect SOOOE assets from internal as well as external threats; plans and coordinates implementation of information security policies; develops and implements security solutions to align with SOOOE goals; works with appropriate legal counsel to ensure that security policies align with all applicable regulatory mandates.

Designs and documents system security architecture and develops detailed security designs; engineers, implements and monitors security measures for the protection of computer systems, networks and information; documents standard security operating procedures and protocols.

Monitors systems to safeguard information and technology infrastructure while allowing access to authorized users.

Oreates and maintains a detailed security incident response plan; identifies and eliminates security risks and responds to security breaches, providing appropriate and timely updates to the Superintendent, Chief Technology Officer (CTO), other cabinet members, and all affected stakeholders.

Develops a security breach protocol and is responsible for its execution in a breach situation.

Creates and maintains a comprehensive disaster recovery plan, including build-out of disaster recovery infrastructure at colocation facilities as required.



Manager Security, Network &



in Computer Science or related field and six years of increasingly responsible experience in computer systems engineering, network engineering, and IT security, including at least three years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

CISSP or NIST Cybersecurity Framework Practitioner certification is preferred. Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT: Indoor environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Stting for extended periods of time.

Approved by the Personnel Commission: November 8, 2017

11/08/17

Jonathan Muñoz Interim Director HR/ Classified Personnel Services

Date

