
Auburn University Job Description

Job Title: **Mgr, Info System Security**

Job Family: No Family

Job Code: **MA63**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Reporting to the Director, Research Security Compliance, responsible for the planning, engineering, development, implementation, and compliance monitoring for Auburn University's classified computer systems. Serves as the principle advisor on all technical matters relating to the security posture of the classified computer systems and unclassified computer systems processing controlled unclassified information.

Essential Functions

1. Develops, maintains, coordinates, and communicates policies, procedures, and practices governing the usage, maintenance, and security of classified and controlled unclassified information (CUI) Information Systems within the university. Partners with government agencies to obtain rulings, interpretations and acceptable deviations for compliance with regulations.
2. Prepares and maintains System Security Plans which accurately reflect the installation and security provisions of the classified systems in order to receive government approval to operate.
3. Develops, maintains, and updates Plan of Action and Milestones in order to identify information system weakness, mitigating actions, resources, and timelines for corrective actions.
4. Implements an effective information system security education, training, and awareness program to ensure compliance with government regulations.
5. Performs technical security control assessments and baseline validations to identify vulnerabilities and correct deficiencies as part of a continuous monitoring program.
6. Ensures audit records are collected and analyzed in accordance with the System Security Plans.
7. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Computer Science/Engineering, Cybersecurity, Information Assurance, Computer Information Systems, or related field of study
Experience (yrs.)	3	Experience developing, maintaining, and overseeing an information system security program and policies within a complex organization. Experience with Risk Management Frameworks as described in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-37, and NIST Security and Privacy Controls as described in SP 800-171 and SP 800-53.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

- Knowledge of information systems infrastructure, application security standards, and best practices.
- Knowledge and understanding of the Risk Management Framework (RMF)
- Knowledge and Understanding of NIST publications with experience in NIST 800-53.
- Demonstrated ability to implement and manage the accreditation, lifecycle processes, configuration management, account management and media control procedures for US government authorized classified and controlled unclassified information (CUI) Information Management Systems.

Certification or Licensure Requirements

Must be a U.S. Citizen and have an active Department of Defense security clearance (or ability to obtain Top Secret clearance).

Desired Qualifications:

- Certified Information Systems Security Professional (CISSP), CompTIA Advanced Security Practitioner (CASP+), or CompTIA Security+
- Active DoD Top Secret clearance

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where

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likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Ability to view and interpret information on a computer screen for long periods of time.

Date: 5/2/2019
