

Job Title: IT Security Supervisor**Location:** Main Office**Department:** Information Technology**Job Status:** Full-Time**Reports To:** Information Technology Manager**Job Grade:** 607**Pay Status:** Exempt**Date Created/Updated:** 7/10/2023

Position Summary

The IT Security Supervisor will oversee both cybersecurity and physical security systems teams. They will assist with developing policies and business processes to protect NBU hardware, software, networks, and facilities from cyber threats. They will also develop, monitor, report, and implement security software and systems that meet regulatory and industry requirements that support NBU policies and procedures.

Essential Duties & Responsibilities**RESPONSIBILITIES:**

- Assist with the development and implementation of cyber and physical security policies and procedures in compliance with local, state, and national guidelines, as well as NBU internal policies and procedures
- Identify, research, and report on security threats and vulnerabilities to IT and OT systems
- Implement and maintain security controls on Business and SCADA systems
- Conduct periodic audits to detect security violations and deviations from established procedures
- Perform vulnerability scans; analyze results and develop plans for remediation
- Create digestible security status and vulnerability reports using various tools
- Ensure endpoint and security software is current and deployed to end-user devices
- Stay current on governing agency requirements. CISA, NERC, WaterISAC, etc.
- Assist with physical security system monitoring and configuration (Entry control & Video)
- Manages incident response and business continuity procedures to respond to and recover from cybersecurity incidents
- Evaluates and selects cybersecurity applications and systems.
- Makes recommendations and oversees the implementation of changes to work methods and procedures to make them more effective or to strengthen cybersecurity measures
- Functions as a business partner; builds business relationships with stakeholder representatives; and frequently interacts with representatives to discuss cybersecurity risks, incident response, policies, controls, and training
- Manages and provides direction with security contracts; ensures security standards are being met throughout NBU
- Analyzes reports and other security-related incidents and trends and provides statistical analysis to the IT Manager
- Establishes strategic goals that support the NBU's annual priorities and department projects
- Evaluate, research, and advises on all new technology proposed for adoption across all NBU departments
- Member of Technology Change Manage Team – ensuring changes are planned in accordance with cyber policies
- Participate in on-call rotation – some evenings and weekends are expected
- Performs other qualified duties as assigned.

ADMINISTRATIVE RESPONSIBILITIES:

- Manages and provides direction with security contracts; ensures security standards are met throughout NBU.
- Coordinates scheduling and administration of contracted security training and assists with providing training.
- Develops, updates, and tracks various security-related reports.
- Analyzes reports and cyber-related incidents and trends and provides statistical analysis to the IT Manager.
- Oversees the issuance and execution of security documents designated by Human Resources for "New Hires."
- Maintains security files and records.
- Performs miscellaneous administrative and clerical duties.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with the ability to accomplish tasks, including special projects and assignments with deadlines.

- Adhere to NBU safety & security guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site, and vehicle as applicable.
- Develop & maintain effective customer service skills for communications with co-workers, customers, and the public.
- Maintain strict confidentiality of business, employee, and customer information in written and oral communications and safeguard sensitive documents.
- Adhere to NBU policies and procedures.
- Exemplifies NBU Core Values of Safety, Integrity, Team, Culture, and Stewardship.
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelor

Field of Study: Computer Systems or Cybersecurity

Work Experience Time Frame: Five Years or More

Other:

- Five years experience working with Network and/or Security equipment at a technical level.
- Working knowledge of the OSI Reference Model, Incident Response, Vulnerability Assessment, and Risk Analysis
- Working knowledge of ports and protocols.

Certification and Licensures Requirements

CISSP, CompTIA, and other vendor certifications are preferred.

Other Minimum Qualifications

- Adaptability to evolving technology and threat landscape.
- Strong diagnostic and analytical skills
- Interpersonal and communication skills
- Balance security and business needs
- Attention to detail

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Knowledge of vulnerability assessment software
 Experience with security and analysis tools
 Knowledge of smart sheets is preferred

Experience with Machines, Tools, Equipment, and Other Work Aids

Security cameras, personal computers, and telephone systems.

Physical Demands

Standing: Rarely

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☒ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

Other: None

Climbing: Rarely

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment

Balancing: Rarely

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Constantly

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: None

Primary Work Environment: Office Environment

Other: Outdoors/Field

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: None

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date