

Job Title: Director of Security**Job Status:** Full-Time**Department:** Security**Job Grade:** 612**Reports To:** Chief Technology & Security Officer**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 7/14/2025**Location:** Main Office

Position Summary

The Director of Security leads and integrates NBU's converged cyberphysical security program, uniting cybersecurity, physical security, and resilience into one coherent enterprise. Directs all security personnel, including the Cybersecurity Manager and Physical Security Manager. Steward the Cyberphysical Security Program under the vision and guidance of the Chief Technology and Security Officer (CTSO). Influences strategy. Drives execution and budgeting. Protects NBU's people, facilities, data, and critical infrastructure while cultivating a forward-looking culture of resilience.

Essential Duties & Responsibilities

- Influences the security vision and strategy as set by the CTSO for a unified cyber-physical security organization aligned with NBU's mission, risk appetite, and regulatory landscape.
- Implements security vision and strategy using people, processes, technology, and financial resources to meet NBU's goals and vision.
- Directs daily cybersecurity and physical security team operations; oversees hiring, coaching, performance, and career development.
- Implements a converged security architecture that leverages shared technologies, intelligence, and workflows across IT, OT, and facility domains.
- Supports cross-functional incident response, coordinating detection, containment, investigation, and recovery for cyber intrusions, physical breaches, and blended threats.
- Drives regulatory compliance (e.g., NERC CIP, TSA Security Directives, NIST CSF) and maintains auditable evidence of control effectiveness.
- Guides capital planning for access control, video surveillance, threat monitoring, and resilience technologies; manages operating and project budgets.
- Cultivates external partnerships with law enforcement, emergency management, peer utilities, and industry ISACs to strengthen community security.
- Assists with enterprise risk assessments; prioritizes mitigation initiatives and presents residual risk posture to executive leadership and the Board.
- Promotes security awareness through training, tabletop exercises, and transparent executive reporting that translates technical threats into business impact.
- Champions a long-term resilience capability for NBU that expands security toward an all-hazards, continuity of operations, and community resilience framework.
- Maintains 24/7 readiness; serves as leader for critical security events and ensures succession depth for incident leadership.
- Executes special assignments and other duties as directed to advance NBU's strategic objectives.
- This general overview only includes essential functions and does not imply these are the only duties to be performed. Employees will follow any other job-related instructions and perform any other job-related duties requested by the supervisor or management.

Knowledge, Skills, and Abilities:

- Knowledge of chain of command and incident command procedures
- Knowledge of conflict management techniques

- Skill in providing leadership, direction, and supervision to staff
- Knowledge of security investigation methods
- Knowledge of card access systems
- Knowledge of alarm systems
- Knowledge of security camera operation (CCTV)
- Knowledge of departmental security policies and all NBU post orders, including having acknowledged understanding of such policies and orders
- Knowledge of NBU's safety and environmental policies, practices, and procedures
- Skill in planning, scheduling, prioritizing, and coordinating work within the assigned work area
- Skill in reading, interpreting, and understanding diagrams and maps
- Skill in the use of firearms, demonstrated through successful completion of all firearms qualifications per departmental standards
- Skill in the use of OC Pepper Spray
- Skill in the use of defensive tactics
- Skill in training others and communicating complex information to less experienced personnel
- Skill in influencing others
- Advanced skill level in incident reporting
- Basic skills in office productivity applications (such as email, word processing, spreadsheets, etc.)
- Ability to remain alert and attentive to job requirements and co-workers
- Ability to administer emergency care under high-stress conditions
- Ability to balance and manage competing high-priority work demands
- Ability to work without direct supervision; reliability; ability to participate in situations with courage, refrain from abusing authority invested in official role, and assume command presence in conflict situations, and choose appropriate deployment methods during actual or anticipated emergencies
- Ability to reason logically; apply discretion in maintaining confidentiality of information; observe and interpret what is observed; evaluate situations and people effectively; apply good judgment
- Ability to control one's temper, maintain objectivity, take criticism, function under verbal or physical stress, use authority effectively, function in different roles, work under hazardous and hostile conditions for long periods.
- Ability to demonstrate work ethic and behavior that promote the mission, values, and goals of Public Safety

Work Environment:

- Split between secure facilities, field locations, and standard office settings.
- Subject to after-hours call-out, emergency response, and occasional travel.
- May require personal protective equipment and exposure to weather or industrial hazards.

Physical Demands:

- Prolonged periods sitting or standing while reviewing security systems and dashboards.
- Occasional lifting (≤ 25 lbs) of security equipment or infrastructure components.
- Ability to quickly traverse extensive facilities during incident response.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed to not interfere with the ability to accomplish tasks, including special projects and assignments with deadlines, or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site, and vehicle as applicable
- Maintain strict confidentiality of business, employee, and customer information in written and oral communications

- and safeguard sensitive documents
- Develop & maintain practical customer service skills for communications with co-workers, customers, and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Stewardship, Team, Integrity, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors; Masters Justice, Cybersecurity, Information Technology, Preferred Engineering, or related field

Work Experience Time Frame: Ten Years or More Other: [Click or tap here to enter text.](#)

Field of Study: Security Management, Criminal

Certification and Licensure Requirements

Specific certifications are not required but should be obtained within first 18 months in the role. Ability to obtain and maintain security clearances as required.

Other Minimum Qualifications

- Knowledge of threat landscapes across IT, OT, and facility domains.
- Exposure to or eagerness to learn about the NIST Cybersecurity Framework and Department of Energy C2M2 Maturity Model
- Skill in crafting policy, procedure, and metrics that drive accountability.
- Ability to influence cross-functional teams and vendors toward shared risk goals.
- Mastery of incident command principles and crisis communication techniques.
- Ability to help technical staff translate their knowledge into actionable executive briefings and effective business communications.
- Education: Bachelor's degree in Security Management, Criminal Justice, Cybersecurity, Information Technology, Engineering, or related field; master's preferred.
- Experience: Ten (10) years of progressive supervisory leadership, preferably at the director or executive level, in one or more of the following security domains: physical security, cybersecurity, or integrated resilience.
- Certifications: Specific certifications are not required, but should be obtained within the first 18 months in the role. Ability to obtain and maintain security clearances as required.

Demonstrated Competencies:

- Proven success leading converged or multidisciplinary security programs.
- Strong fiscal stewardship of departmental and project budgets.
- Exceptional communication with boards, executives, regulators, and front-line staff.
- Record of implementing security frameworks and regulatory mandates in critical infrastructure environments.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<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

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

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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

Lifting: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

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

Climbing: Rarely

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

Vision: Constantly

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

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

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

Other: None

- ☐ 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	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)
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		week)			
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