

University of Houston – Clear Lake

Position Description

Job Title: **Director, Security & Administration**

Job Code: **3995**

Pay Grade: **008**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Information Systems, a related field, or equivalent work experience.	Certified Information Systems Security Professional (CISSP), by the International Information Systems Security Certification Consortium (ISC)2 and /or GIAC (Global Information Assurance Certification) Security Leadership Certification.
Experience	Three years successful experience as an IT Security Administrator. Demonstrated ability in oral and written communications.	Five years successful experience as a Security Administrator for a distributed, open computing system consisting of mainframes, personal computers, and network client/server. Successful experience in utilizing VAX, MACINTOSH, DOS, and Ethernet modalities. Experience in a higher education setting or with highly-educated professionals.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director of Security and Project Administration will be responsible for security administration including coordination with all UCT and UHS stakeholders and special UCT/UHCL project coordination for the department. Security administration includes developing, documenting, implementing and maintaining the security policies, standards, and procedures for the University of Houston-Clear Lake. Administration responsibilities include supervising the UCT Office Supervisor in carrying out the administrative tasks of the department. Project coordination includes management responsibility for projects in which UCT has accountability. This position reports directly to the Executive Director for University Computing & Telecommunications. This position is delegated decision making and signature authority for UCT in the Executive Director's absence.

Duties and responsibilities

% Time

Manage the Information Security function by continual development, implementation, and maintenance of a security management plan for the University of Houston-Clear Lake to include the following: Maintain, monitor and ensure University-wide distribution of the Security Policies and Procedures document. Examine the information security policies and procedures for compliance with state information security and risk management policies, standards, and guidelines. Conduct risk analysis. Conduct annual information security risk assessment program. Establish procedures necessary to monitor and ensure compliance with established security and risk management policies and procedures. Ensure the University's critical, confidential and sensitive information resources are assigned ownership, and that the duties of owners are prescribed. Develop and maintain a Contingency Plan for Information Resources Services Resumption to protect the agency against the potential effects of a disaster. Maintain and provide for the testing of the UHCL Disaster	50
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<p>Recovery Plan. Provide University-wide security consulting services; serving as the University's internal and external point of contact on information security matters. Responsible for security software and equipment to meet the needs of the University, including the purchase recommendations, installation, technical implementation, and monitoring. Consult on planned physical facilities changes, and alterations in work flow or operating procedures to evaluate the effect of such changes on security and safety. Establish procedures for and coordinate the testing of security controls and methods for their evaluation. Develop and maintain the access control rules within the system security software that provides controlled access in accordance with owner defined information access requirements. Monitor valid user lists, ensuring that they are current. Oversee procedures for university password control and for secure distribution of encryption key (where used). Report to the information Security function periodically on university security posture and progress, including problems areas with recommended enhancements. Develop, document, implement and maintain University Security policy which allows for individual departmental work groups to utilize information resources while ensuring compliance with the UHCL Security Policies and Procedures and defines individual accountability for departmental information resources. Ensure that departments have fulfilled their security responsibilities. Investigate any actual or potential information security violations. Follow-up investigations with written reports. Serve as point of contact for UHCL security violations reported through UH System. Serve as UHCL representative on UH System Security Committee. Coordinate information security efforts with Internal Audit.</p>	
<p>Direct the administrative efforts of the UCT department to include: Manage and assist in management of projects in which UCT is involved. Facilitate collaboration with the UCT Leadership group and executive management for all projects. Assist the Associate Director of Planning and Assessment with Department of Information Resources (DIR) for the State of Texas in the filing and approval of State mandated information technology plans and reports. Assist in the recruitment and hiring of UCT staff. Processes within departments as well as cross-functional operations complete with proposed procedural documentation. Identification and inclusion of key university personnel required to facilitate resolution of issues. Representation on key shared governance committee task forces, as well as recommendations for others participation within the shared governance process. Assist with annual budget requirements definition and subsequent recommendation. Review new systems designs and major modifications for security implications prior to implementation, and identify training requirements and recommend appropriate training specifications. Manage the software licenses of which UCT has responsibility for maintaining for UHCL to include: Maintain relationship and communicate needs and requirements to vendors including changes in supported technology. Work with Director Technical Services, Director Infrastructure and Support Center, Assoc Director Academic Computing to determine university needs and supported technology. Understand contract terms and conditions and monitor compliance. Reconcile vendor invoice for user-accepted assets. Other tasks as assigned to include but not restricted to: Responsible for the coordination and completion of surveys for internal as well as external data requests.</p>	50

This position description describes the general qualifications, duties and responsibilities of work being performed.