

# Enterprise Information Security Officer

## Position Details

Job Code: U7388

Reference Code: A307

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The Information Security Officer (ISO) is a senior level position and serves as the process owner of all assurance activities related to the availability, integrity and confidentiality of student, customer, business partner, employee and business information in compliance with the Clark County School District (CCSD)'s information security policies. A key element of the ISO's role is working with executive management to determine acceptable levels of risk for the CCSD. This position is responsible for establishing and maintaining a districtwide information security management program to ensure that information assets are adequately protected. This position is directly responsible to the Chief Information Officer, Technology and Information Systems Services Division.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, implements and monitors a strategic, comprehensive enterprise information security and information technology (IT) risk management program.

2. Works directly with the business units to facilitate risk assessment and risk management processes.
  3. Develops and enhances an information security management framework by defining, implementing, and maintaining CCSD IT security policies and procedures.
  4. Understands and interacts with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems and services.
  5. Provides leadership to the enterprise's information security organization.
  6. Partners with business stakeholders across the CCSD to raise awareness of security and risk concerns.
  7. Assists with the overall business technology planning, providing a current knowledge and future vision of technology and systems.
  8. Assists with disaster recovery planning and testing, auditing, risk analysis, business system resumption planning, and business system continuity planning.
  9. Prepares budget, allocates staff and resources in order to achieve an optimal cybersecurity posture.
  10. Prepares cybersecurity related executive reports and presentations for administrators.
  11. Develops security requirements and performs vulnerability testing, risk analyses, and security assessments on all routers, firewalls, local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), and any other related network devices.
  12. Provides vision, leadership, and direction to all employees within the division.
  13. Maintains compliance with federal, state, and local laws, as well as CCSD policies and regulations.
  14. Supervises and evaluates the performance of assigned staff.
  15. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of common information security management frameworks, such as National Institute of Standards and Technology (NIST) and/or International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 27001.
2. Knowledge of applicable federal privacy laws such as Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), Health Insurance Portability and Accountability Act (HIPAA), Children's Internet

- Protection Act (CIPA), Children's Online Privacy and Protection Act (COPPA), etc.
3. Excellent written and verbal communication skills and high level of personal integrity.
  4. Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams.
  5. Experience with contract and vendor negotiations and management including managed services.
  6. Experience applying information security strategies.
  7. Specific experience in Agile (scaled) software development or other best-in-class development practices.
  8. Experience with Cloud computing/Elastic computing across virtualized environments.
  9. Knowledge of best practices with regards to networking protocols, firewall policy and internet traffic filtering and analysis.
  10. Communicates and collaborates across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork while maximizing results.
  11. Anticipates problems and conflicts and uses them as opportunities to initiate thoughtful action and innovation.
  12. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
  13. Ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
  14. Ability to research information security trends and articulate implications to the CCSD's cybersecurity posture.
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## **Position Requirements**

### **Education and Training**

None specified.

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Professional security management certification.

## **Experience**

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of eight (8) to twelve (12) years of successfully demonstrated experience in a combination of risk management, information security and IT jobs.
3. Experience working in a large educational entity, K-12 preferred.
4. Experience coordinating response and recovery from large scale data breaches.
5. Experience in IT security.

## **Preferred Qualifications**

An earned bachelor's degree from an accredited college or university in cybersecurity, computer science, engineering, business administration, or a technology related field.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/27/23
- Created: 10/03/23